



**Board of Trustees - Regular Meeting  
Tuesday, October 16, 2018 6:00 PM  
District Office, Board Room, 3801 Market Street,  
Riverside CA 92501**

**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. (This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.)

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 and speak to an Executive Administrative Assistant 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, 3rd Floor, 3801 Market Street, Riverside, California, 92501 or online at [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board).

I. COMMENTS FROM THE PUBLIC

*Board invites comments from the public regarding any matters within the jurisdiction of the Board of Trustees. Pursuant to the Ralph M. Brown Act, the Board cannot address or respond to comments made under Public Comment.*

II. APPROVAL OF MINUTES

- A. [Minutes of the Board of Trustees Regular/Committee Meeting of September 4, 2018](#)  
*Recommend approving the September 4, 2018 Board of Trustees Regular/Committee Meeting minutes as prepared.*
- B. [Minutes of the Board of Trustees Regular Meeting of September 17, 2018](#)  
*Recommend approving the September 17, 2018 Board of Trustees Regular Meeting minutes as prepared.*
- C. [Minutes of the Board of Trustees Special Meeting of September 24, 2018](#)  
*Recommend approving the September 24, 2018 Board of Trustees Special Meeting minutes as prepared.*

III. PUBLIC HEARING (NONE)

IV. CHANCELLOR'S REPORTS

- A. [Chancellor's Communications](#)  
*Information Only*
- B. [Five to Thrive Presentation: RCC Business and Information Systems Technology Department and Career and Technical Education](#)  
*Information Only*

- C. [Healthcare Update](#)  
*Information Only*
- D. [Future Monthly Committee Agenda Planner and 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 \$5,250,515, and District Warrant Claims totaling \$4,110,379.*
    - 2. Budget Adjustments
      - a. [Budget Adjustments](#)  
*Recommend approving the budget transfers as presented.*
    - 3. Resolution(s) to Amend Budget
      - a. [Resolution No. 02-18/19 – 2018-2019 Agents of Change for a Healthier Tomorrow Grant](#)  
*Recommend adding the revenue and expenditures of \$16,204 to the budget.*
      - b. [Resolution No. 03-18/19 – 2018-2019 Veterans Resource Center – Vision for Success Grant](#)  
*Recommend adding the revenue and expenditures of \$100,000 to the budget.*
      - c. [Resolution No. 04-18/19 – 2018-2019 Rancho Santiago Community College District Grant](#)  
*Recommend adding the revenue and expenditures of \$100,000 to the budget.*
      - d. [Resolution No. 05-18/19 – 2018-2019 GO-Biz Grant](#)  
*Recommend adding the revenue and expenditures of \$137,030 to the budget.*
    - 4. Contingency Budget Adjustments (None)
    - 5. Bid Awards
      - a. [Purchase Financial Aid Communication, Verification, and Tracking System, Utilizing the Foundation for California Community Colleges Contract Number CB-235-18](#)  
*Recommend approving the purchase of financial aid communication, verification, and tracking system from CampusLogic, utilizing the Foundation for California Community Colleges Contract Number CB-235-18.*
      - b. [Purchase of Advanced Communication Solutions from NEC Corporation of America Authorized Dealers/Distributors, Utilizing the National Cooperative Purchasing Alliance \(NCPA\) Contract No. 01-60 through August 31, 2019](#)  
*Recommend approving the purchase of advanced communication solutions from NEC Corporation of America authorized dealers/distributors, utilizing the National Cooperative Purchasing Alliance (NCPA) Contract No. 01-60 through August 31, 2019.*

6. Grants, Contracts and Agreements
  - a. [Contracts and Agreements Report Less than \\$90,200 – All District Resources](#)  
*Recommend ratifying contracts totaling \$727,220 for the period of September 1, 2018 through September 30, 2018.*
  - b. [Agreement Amendment No. 1 for the O.W. Noble Administration Building Demolition and Parking Lot Construction Project with Koury Engineering and Testing, Inc.](#)  
*Recommend approving Agreement Amendment No. 1 for the Riverside City College O.W. Noble Administration Building Demolition & Parking Lot Construction Project with Koury Engineering & Testing, Inc. in the amount not to exceed \$8,162.*
  - c. [Agreement Amendment No. 3 for Architectural Design Services for the Ben Clark Training Center Corrections Scenario Training Building project with Holt Architecture](#)  
*Recommend approving Amendment No. 3 for the Ben Clark Training Center Corrections Scenario Training Building project for additional architectural design services with Holt Architecture in the amount not to exceed \$109,780.*
  - d. [Contract Agreement for a Cybersecurity Training Platform with Proofpoint Inc.](#)  
*Recommend approving the purchase of a cybersecurity training platform with Proofpoint Inc., in the amount of \$104,895.00 through June 30, 2021.*

7. [Out-of-State Travel](#)  
*Recommend approving out-of-state travel.*

8. Other Items
  - a. [Amended Resolution No. 02-17/18 Declaring 1533 Spruce Street as Surplus and Authorize Offers to Public Entities and/or Public Bid](#)  
*Recommend approving amended Resolution No. 02-17/18 authorizing the Chancellor or designee to commence the process for offering 1533 Spruce Street to the entities listed in Education Code Section 81363.5 and Government Code Section 54222; establish a minimum selling price based on the estimated fair market value; establish the terms of sale; and engage in negotiations as appropriate.*
  - b. [Surplus Property](#)  
*Recommend by unanimous vote declaring the property on the attached list to be surplus; finding 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.*
  - c. [Notices of Completion](#)  
*Recommend accepting the projects listed on the attachment as complete, and approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).*

VII. CONSENT AGENDA INFORMATION

- A. [Capital Program Executive Summary Report –September 2018](#)  
*Information Only*
- B. [2017-2018 CCFS-311 – Annual Financial and Budget Report](#)  
*Information Only*

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 in the schedule of class offerings.*

- 2. [Proposed Photonics Project](#)  
*Recommend giving direction on the proposed photonics project at Norco College.*
  - C. Planning and Operations (None)
  - D. Resources (None)
  - E. Facilities (None)
- IX. ADMINISTRATIVE REPORTS
- A. Vice Chancellors
    - 1. [Resolution No. 06-18/19 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service](#)  
*Recommend adopting Resolution Number 06-18/19, authorizing the Chancellor, or Designee, of the District to layoff and reduce the hours of the classified service and send appropriate notification to the impacted employee.*
    - 2. [Appointment of RCCD Representative on AB86/104 About Students Regional Consortium](#)  
*Recommend approving the appointment of Thea Quigley, Executive Director, Adult Education and Community Initiative, to represent the District on the AB86/104 About Students Regional Consortium for Adult Education.*
    - 3. [Community Education Proposed Courses](#)  
*Information Only*
    - 4. [Moreno Valley College, Norco College and Riverside City College Catalogs](#)  
*Information Only*
  - B. Presidents
- X. ACADEMIC SENATE REPORTS
- A. Moreno Valley College
  - B. Norco College/Riverside Community College District
  - 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. [Resolution No. 07-18/19 Recognizing Trustee Janet Green](#)  
*Recommend adopting Resolution No. 07-18/19 in recognition of the service of Trustee Janet Green to the District and our students.*
  - B. [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 Discipline/Dismissal/Release](#)  
*Recommended Action to be Determined.*
- XIV. ADJOURNMENT



## Agenda Item (II-A)

Meeting	10/16/2018 - Regular
Agenda Item	Approval of Minutes (II-A)
Subject	Minutes of the Board of Trustees Regular/Committee Meeting of September 4, 2018
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

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### Background Narrative:

Recommended approving the September 4, 2018 Board of Trustees Regular/Committee meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

[09042018 Minutes](#)

MINUTES OF THE BOARD OF TRUSTEES REGULAR  
AND COMMITTEE MEETINGS OF THE GOVERNANCE,  
TEACHING AND LEARNING, PLANNING AND OPERATIONS,  
RESOURCES AND FACILITIES COMMITTEES  
OF SEPTEMBER 4, 2018

President Vackar called the Board of Trustees meeting to order at 6:01 p.m. in the District Office, Board Room, 3801 Market Street, Riverside, California CALL TO ORDER

Trustees Present

Tracey Vackar, President  
Janet Green, Vice President  
Virginia Blumenthal, Member  
Bill Hedrick, Member  
Jacob Alexander Velasquez, Student Trustee

Trustees Absent

Mary Figueroa, Secretary

Staff Present

Dr. Wolde-Ab Isaac, Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Dr. Susan Mills, Vice Chancellor, Educational Services and Strategic Planning  
Ms. Diana Torres, Director, Human Resources and Employee Relations  
Dr. Dyrell Foster, Vice President, Student Services, Moreno Valley College  
Dr. Bryan Reece, President, Norco College  
Dr. Irving Hendrick, Interim President, Riverside City College  
Mr. Patrick Pyle, General Counsel

Student Trustee Velasquez led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

Green/Blumenthal moved that the Board of Trustees approve Trustee Figueroa's absence as excused.  
Motion carried (4 ayes, 1 absent [Figueroa])

MOTION TO EXCUSE ABSENCE

The Committee Chair Virginia Blumenthal convened the meeting at 6:05 p.m. Committee members in attendance: Academic Senate Representatives: Ms. Jennifer Floerke, Moreno Valley College, Dr. Peggy Campo, Norco College/RCCD, Dr. Mark Sellick, Riverside City College, ASRCCD Representative: Taylor Abernathy; CTA Representatives: Dr. Rhonda Taube, Dr. Monica Gutierrez, Mr. Peter Boelman; and Management Association Representative: Dr. Tenisha James

GOVERNANCE COMMITTEE

Mr. Pyle led the committee review of revised AP 3285 – Grants-Implementation. Discussion followed.

AP 3285 – Grants -  
Implementation

The committee adjourned the meeting at 6:07 p.m.

Adjourned

The Interim Committee Chair Bill Hedrick convened the

PLANNING AND OPERATIONS

meeting at 6:08 p.m. Committee members in attendance: Academic Senate Representatives: Ms. Jennifer Floerke, Moreno Valley College, Dr. Peggy Campo, Norco College/RCCD, Dr. Mark Sellick, Riverside City College, ASRCCD Representative: Taylor Abernathy; CTA Representatives: Dr. Rhonda Taube, Dr. Monica Gutierrez, Mr. Peter Boelman; and Management Association Representative: Dr. Tenisha James

COMMITTEE

Mr. Brown led the committee review of the replacement License Agreement and a total project budget of \$2,740,000 which will replace the previously approved Ground Lease for the Corrections Platform Training Facility at Ben Clark Public Safety Training Center with the County of Riverside. The License Agreement will be considered by the Board for approval at the September 17 Regular Board meeting. Discussion followed.

License Agreement for the Corrections Platform Training Facility at Ben Clark Public Safety Training Center with the County of Riverside

The committee adjourned the meeting at 6:22 p.m.

Adjourned

The Committee Chair Janet Green convened the meeting at 6:23 p.m. Committee members in attendance: Academic Senate Representatives: Ms. Jennifer Floerke, Moreno Valley College, Dr. Peggy Campo, Norco College/RCCD, Dr. Mark Sellick, Riverside City College, ASRCCD Representative: Taylor Abernathy; CTA Representatives: Dr. Rhonda Taube, Dr. Monica Gutierrez, Mr. Peter Boelman; and Management Association Representative: Dr. Tenisha James

RESOURCES COMMITTEE

Mr. Brown led the committee review of the 2018-2019 budget for the Riverside Community College District that will be presented to the Board for adoption following a public hearing at the September 17 Regular Board meeting. Discussion followed.

Public Hearing and Budget Adoption for the 2018-2019 Riverside Community College District Budget

The committee adjourned the meeting at 6:55 p.m.

Adjourned

The Board adjourned the meeting at 6:55 p.m.

ADJOURNMENT

Official Minutes  
Approved on 10/16/18

Certified By: \_\_\_\_\_

## Agenda Item (II-B)

Meeting	10/16/2018 - Regular
Agenda Item	Approval of Minutes (II-B)
Subject	Minutes of the Board of Trustees Regular Meeting of September 17, 2018
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

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### Background Narrative:

Recommended approving the September 17, 2018 Board of Trustees Regular meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

[09172018 Minutes](#)

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING  
OF SEPTEMBER 17, 2018

President Vackar called the Board of Trustees meeting to CALL TO ORDER  
order at 6:00 p.m. in the District Office, Board Room,  
3801 Market Street, Riverside, California.

Trustees Present

Tracey Vackar, President  
Janet Green, Vice President  
Virginia Blumenthal, Board Member  
Bill Hedrick, Board Member  
Jacob Alexander Velasquez, Student Trustee

Trustees Absent

Mary Figueroa, Secretary

Staff Present

Dr. Wolde-Ab Isaac, Chancellor  
Mr. Aaron Brown, Vice Chancellor, Business and Financial Services  
Dr. Susan Mills, Vice Chancellor, Educational Services and Strategic Planning  
Ms. Diana Torres, Director, Human Resources and Employee Relations  
Dr. Robin Steinback, President, Moreno Valley College  
Dr. Bryan Reece, President, Norco College  
Dr. Irving Hendrick, Interim President, Riverside City College  
Dr. Peggy Campo, Academic Senate Representative, Norco College  
Dr. Mark Sellick, Academic Senate Representative, Riverside City College

Guests Present

Dr. Tenisha James, Interim Dean, Student Services, Norco College  
Ms. Jorine Campbell, Account Manager, Keenan and Associates

Student Trustee Velasquez led the Pledge of  
Allegiance.

PLEDGE OF ALLEGIANCE

Green/Hedrick moved that the Board of  
Trustees approve Trustee Figueroa's  
absence as excused. Motion carried.  
(4 ayes, 1 absent [Figueroa])

MOTION TO EXCUSE ABSENCE

Blumenthal/Hedrick moved that the Board  
of Trustees approve the minutes of the  
Board of Trustees Regular/Committee  
Meeting of August 7, 2018. Motion carried.  
(4 ayes, 1 absent [Figueroa])

MINUTES OF THE BOARD OF  
TRUSTEES REGULAR/COMMITTEE  
MEETING OF AUGUST 7, 2018

Green/Blumenthal moved that the Board of  
Trustees approve the minutes of the Board  
of Trustees Regular Meeting of August 21,  
2018. Motion carried. (4 ayes, 1 absent  
[Figueroa])

MINUTES OF THE BOARD OF  
TRUSTEES REGULAR MEETING OF  
AUGUST 21, 2018

PUBLIC HEARING

Blumenthal/Green moved that the Board of

Public Hearing and Budget

Trustees approve the 2018-2019 budget for the Riverside Community College District. Motion carried. (4 ayes; 1 absent [Figueroa])

Adoption for the 2018-2019 Riverside Community College District Budget

CHANCELLOR’S REPORTS

Dr. James presented a report on Norco College’s Onboarding Re-engineered program.

Norco College Presentation – Onboarding Re-engineered

Ms. Campbell provided the healthcare update and reported there are currently two open cases.

Healthcare Update

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 Velasquez presented the report about recent and future student activities at Moreno Valley, Norco, and Riverside City colleges and Riverside Community College District.

STUDENT REPORT

CONSENT ITEMS

Action

Green/Hedrick moved that the Board of Trustees:

Approve/ratify the listed academic appointments, separations, and assignment and salary adjustments;

Academic Personnel

Approve/ratify the listed classified appointments, separations, 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 \$4,812,843, and District Warrant Claims totaling \$7,858,651;

Purchase Order and Warrant Report – All District Resources

Approve the purchase of dental supplies, equipment and furniture from Henry Schein, Inc., utilizing E&I Cooperative Services Contract No. CNR01271;

Purchase Dental Supplies, Equipment and Furniture from Henry Schein, Inc., Utilizing E&I Cooperative Services Contract No.

Approve the purchase or rental of copiers/multi-function office equipment from Konica Minolta Solutions, US, Inc., utilizing the County of San Bernardino awarded Contract No. 153859 A-1;

Approve the purchase of Web Content Management Services, from OmniUpdate, utilizing Southwestern Community College District Proposal (RFP) Contract No. 1617-153;

Ratify contracts totaling \$936,669 for the period of August 1, 2018 through August 31, 2018;

Approve the one-time reimbursement to Chabot-Las Positas Community College District for the purchase of the NOVA Platform, as requested by the State Chancellor's Office through set aside funds in the amount of \$237,000;

Approve an increase in project scope for the purpose of providing project renderings and physical model. Proposed fee for the services described is \$60,000 with an allowance for reimbursable expenses of \$5,000;

Approve the professional services agreement with Facilities Planning and Consulting Services, Inc. for \$199,050 for 2018-2021 fiscal years;

Approve the agreement with OD Music Inc., for an estimated amount up to \$241,980, for delivery of paymaster services in connection with professional talent provided for Performance Riverside productions;

Approve the termination for convenience Bid Number 2017/18-34, Library Re-Roofing at Norco College in the total amount of \$14,180 to C.I. Services, Inc.;

Approve Out-of-State-travel;

Approve the proposed use of the estimated

Purchase or Rental of Copiers/Multi-Function Office Equipment Utilizing the County of San Bernardino awarded Contract No. 153859 A-1

Purchase Web Content Management Services, Utilizing Southwestern Community College District Proposal (RFP) Contract No. 1617-153

Contracts and Agreements Report Less than \$90,200 – All District Resources

Agreement with California Community Colleges Chancellor's Office - SSSP

Amendment to Agreement with Gensler for the Riverside City College Facilities Master Plan Project

Agreement for Professional Services with Facilities Planning and Consulting Services, Inc. (FPCS)

Contract with OD Music, Inc. for Performance Riverside 2018-2019 Season

Termination for Convenience – Norco College Library Re-Roofing Project

Out-of-State-Travel

Adoption of Education Protection



\$26,492,449 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund the instructional salaries and benefits approved by the Board of Trustees in September 2018;

Account Funding and Expenditures

Declare the property on the attached list 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

Declare the property on the attached list to be surplus; finding the property does not exceed the total value of \$5,000; and authorizing the property to be donated to the Corona-Norco Unified School District;

Surplus Property-Donation

Accept the projects listed on the attachment as complete, and approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works);

Notice of Completion

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

Information

The Board received the quarterly financial status report for the quarter ended June 30, 2018.

CCFS-311Q – Quarterly Financial Status Report for the 4<sup>th</sup> Quarter Ended June 30, 2018

## BOARD COMMITTEE REPORTS

### Planning and Operations

Green/Blumenthal moved that the Board of Trustees approve rescinding the previously approved Ground Lease for the Corrections Platform Training Facility at Ben Clark Public Safety Training Center with County of Riverside, and approve the replacement License Agreement and approve a total project budget of \$2,740,000. Motion carried. (4 ayes, 1 absent [Figueroa])

License Agreement for the Corrections Platform Training Facility at Ben Clark Public Safety Training Center with the County of Riverside

## ADMINISTRATIVE REPORTS

Dr. Steinback, President, Moreno Valley College,  
Dr. Reece, President, Norco College and Dr.

Presidents

Hendrick, Interim President, Riverside City College updated the Board on the upcoming events and activities occurring at their colleges.

#### ACADEMIC SENATE REPORTS

Dr. Campo presented the report on behalf of Moreno Valley College.

Moreno Valley College

Dr. Campo presented the report on behalf of Norco College and Riverside Community College District.

Norco College

Dr. Sellick presented the report on behalf of Riverside City College.

Riverside City College

#### BARGAINING UNIT REPORTS

Dr. Haghghat presented the report on behalf of the CTA.

CTA – California Teachers Association

#### BUSINESS FROM BOARD MEMBERS

Trustee Blumenthal commented on the Celebration of Life for Kathleen Daley and gave appreciation for Dr. Isaac's comments.

Update from Members of the Board of Trustees on Business of the Board

Trustee Hedrick shared the events he attended last month and made comments on the Photonics Regional Meeting he attended.

Trustee Vackar thanked Trustees Green and Hedrick for attending the Photonics Regional Meeting. A meeting of the District Strategic Planning Council will meet to discuss the Photonics project later in September. All feedback will be discussed at the October 2, 2018 Regular/Committee meeting. The Board will then discuss in closed session.

The Board adjourned to closed session at 7:17 p.m. and reconvened at 7:55 p.m. after considering the following closed session items:

#### CLOSED SESSION

The Board gave direction to the Agency Negotiator; no action was taken.

Pursuant to Government Code Section 54956.8, Conference with Real Property Negotiator; Property known as APN 249-120-018; Agency Negotiator: Aaron S. Brown – Vice Chancellor, Business and Financial Services

They announced no action was taken.

Pursuant to Title 5, Cal. Code  
Regs., Section 59338, Regarding  
Complaint of Discrimination –  
Employee Appeal From the  
District’s Administrative  
Determination – 1 case

Hedrick/Blumenthal moved to uphold the  
action to terminate the employee for  
abandonment of their position. Motion  
carried. (3 ayes, 2 absent [Figueroa, Green])

Pursuant to Government Code  
Section 54957, Public Employee  
Discipline/Dismissal/Release

The Board adjourned the meeting at 7:58 p.m.

ADJOURNMENT

Official Minutes Approved on 10/16/18  
Certified By: \_\_\_\_\_

## Agenda Item (II-C)

Meeting	10/16/2018 - Regular
Agenda Item	Approval of Minutes (II-C)
Subject	Minutes of the Board of Trustees Special Meeting of September 24, 2018
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees review and approve the minutes.

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### Background Narrative:

Recommended approving the September 24, 2018 Board of Trustees Special meeting minutes as prepared.

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

[09242018 Minutes](#)

# Moreno Valley USD Minutes

Joint Meeting of the Board of Education and Riverside Community College District Board of Trustees

September 24, 2018 6:00 PM

Open Session: 6:00 p.m. -8:00 p.m.

Moreno Valley Unified School District

Board Room

25634 Alessandro Blvd., Moreno Valley, CA 92553

## Attendance Taken at 6:00 PM:

### Present:

Susan Smith  
Jesus M. Holguin  
Cleveland Johnson  
Gary E. Baugh  
Dr. Martinrex Kedziora  
Maribel Mattox  
Tina Daigneault  
Dr. Robert Verdi  
Tracy Vackar  
Bill Hedrick  
Dr. Wolde-Ab Isaac  
Dr. Susan Mills  
Aaron Brown  
Dr. Robin Steinback

### Absent:

Janet Green  
Mary Figueroa  
Virginia Blumenthal  
Jacob Alexander Velasquez  
Dr. Irving Hendrick

## A. CALL TO ORDER

### Minutes:

The Joint Meeting was called to order by President Susan Smith at 6:00 p.m.

### **A.1. Roll Call**

#### Minutes:

#### MVUSD BOARD MEMBERS PRESENT

Susan Smith, President  
Jesus M. Holguin, Vice-President  
Cleveland Johnson, Clerk  
Gary E. Baugh, Ed.S., Member

Claudia Jauregui, Administrative Assistant, Board of Education

#### MVUSD CABINET MEMBERS PRESENT

Dr. Martinrex Kedziora, Superintendent  
Maribel Mattox, Chief Academic Officer  
Tina Daigneault, Chief Business Official  
Dr. Robert Verdi, Chief Human Resources Officer

#### RCCD BOARD MEMBERS PRESENT

Tracey Vackar, President  
Bill Hedrick, Trustee

#### RCCD CABINET MEMBERS PRESENT

Dr. Wolde-Ab Isaac, Ph.D., Chancellor  
Dr. Susan Mills, Ph.D., Vice Chancellor, Educational Services and Strategic Planning  
Aaron Brown, Vice Chancellor, Business and Financial Services  
Dr. Robin Steinback, Ph.D., President, Moreno Valley College

#### **B. PUBLIC COMMENTS ON AGENDA ITEMS**

Minutes:

There were no public comments this meeting.

#### **C. SPECIAL SESSION**

Minutes:

Presentation to the Board of Education for the Moreno Valley Unified School District and to the Board of Trustees of the Riverside Community College District on Commitment to Access and Equity: A Partnership for Student Success.

- Susan Smith invited Dr. Kedziora and Dr. Steinback to come forward and present “A Commitment to Access and Equity: A Partnership for Student Success”.
- Dr. Steinback and Dr. Kedziora shared their shared excitement in presenting to the Board the differing strategies that are in place for the benefit of our community and students. They explained that the presentation would be given in partnership and that each slide would have different presenters.
- Carlos Lopez/Maribel Mattox: Spoke on the programs currently in place to help students transition into college and how these programs help the students.
- Mickey Grayson: Spoke on the specifics of the TRiO Program.
- Kristen Hunter: Presented on the Articulation and CATEMA program/event, Cyber Security Educational Partnership and the CTE pathways available.
- Esperanza Arce/Anna Marie “Ree” Amezcuita/Julio Gonzalez: shared data on MVUSD Dual Enrollment, demographics on those participating, credit/degrees earned while in dual enrollment and the outreach efforts done in order to encourage our students to attend college.
- Darrell Foster/Maribel Mattox: Spoke on the goals of this collaboration and what outcomes we have had so far and the strategies and efforts that have been in place thus far to realize these outcomes.
- Anna Marie “Ree” Amezcuita: presented a list of collaborative currently in place to help students and the reasoning behind the creation of these collaborative.
- Carlos Lopez: spoke on how students are placed in classes and how many changes are being made to this system.
- Andrew Sanchez/Kristen Hunter: Costs were analyzed and a promise initiative was born based on the demographics of those students who were most struggling their first year in college.
- Edward Alvarez: Spoke on the specifics of the first year experience program.
- Darrell Foster: Presented degree and certificate completion for both MVC and MVUSD and touched about the transfer data for both MVC and MVUSD
- Dr. Kedziora: further elaborated upon the collaboration between RCCD and MVUSD and all the positive outcomes that have come out of this collaboration.
- Gary Baugh: are there general education requirements at MVC?

- Trustees from RCCD informed Mr. Baugh that there are requirements and elaborated on the different pathways and requirements dependent on what the student's end goals are.
- Cleveland Johnson: thanked RCCD for their part in the collaboration and all the good work that they have done for MVUSD.
- Jesus Holguin: We are very fortunate in having a community college for our students within the same city/community and even more fortunate in having this partnership where we work together for their futures. Thanked RCCD for everything they are doing for us.
- Bill Hedrick: I would like for you to undertake a feasibility study and how we can create a program that could rival that of our other colleges. I hope that it is not another five years before we sit together like this and that progress continues to move forward as it has been.
- Tracy Vackar: I want to thank everyone for all their work that they did in putting this presentation together and for all the work the staff does throughout the year in supporting our students. Working together, we will continue to show positive results.
- Susan Smith: Thanks to the presentation, I understand a little better how these programs work. Our students are that much better for having these programs available to them.

#### **D. ADJOURNMENT**

Minutes:

The Joint Meeting was adjourned at 8:00 p.m.



## Agenda Item (IV-A)

Meeting 10/16/2018 - Regular  
Agenda Item Chancellor's Reports (IV-A)  
Subject Chancellor's Communications  
College/District District  
Information Only

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### Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

None.

## Agenda Item (IV-B)

Meeting 10/16/2018 - Regular

Agenda Item Chancellor's Reports (IV-B)

Subject Five to Thrive Presentation: RCC Business and Information Systems Technology Department and Career and Technical Education

College/District District

Information Only

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### Background Narrative:

Each month, a faculty member is invited through the Academic Senate to present on teaching and programs from the classroom that distinguish RCCD and its faculty and colleges. This month, Professor Mark Lehr will provide a presentation on the following programs: CSC, CIS, and ENE.

Prepared By: Irving Hendrick, Interim President, Riverside City College

### Attachments:

[Five To Thrive RCC](#)

# **Business and Information Systems Technology Department Career and Technical Education**

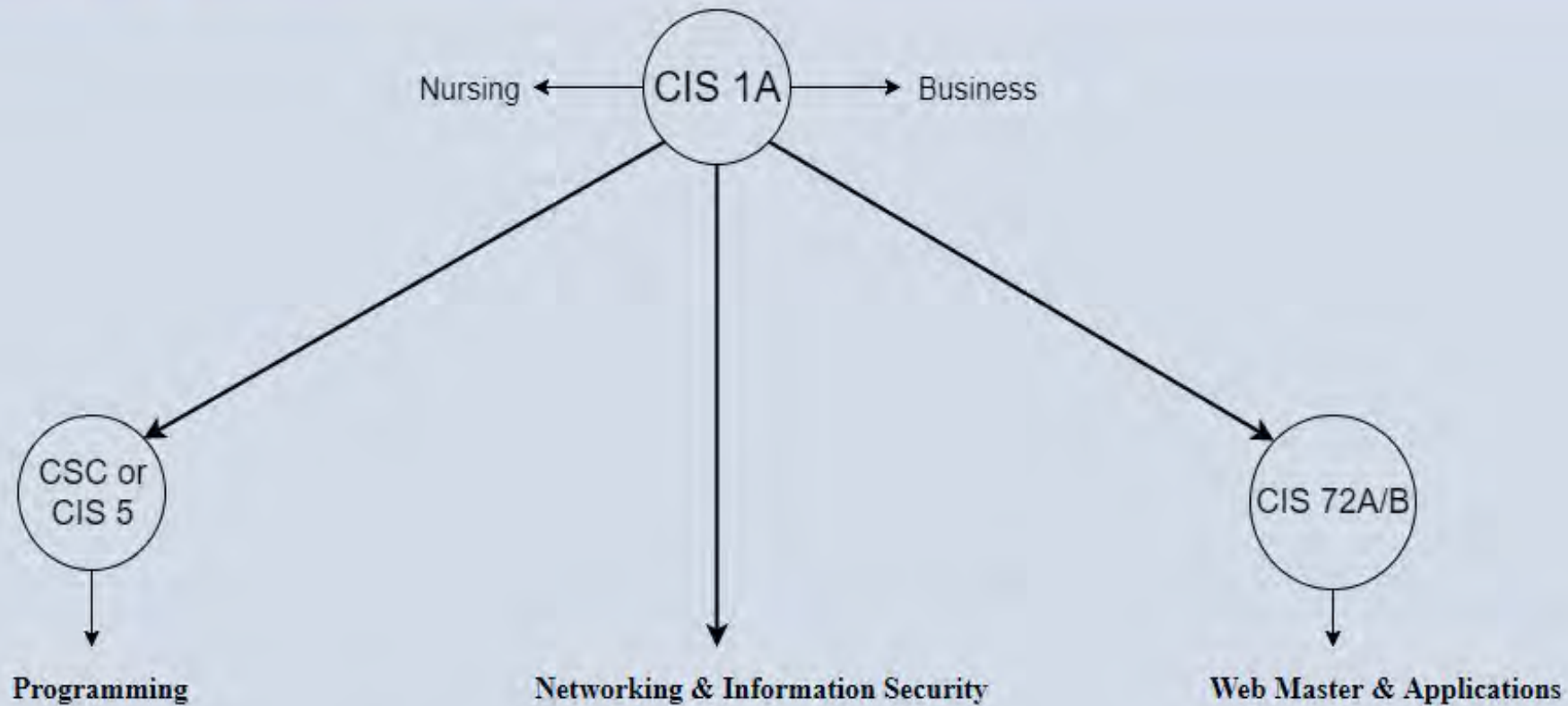
Five to Thrive Presentation  
Board of Trustees Meeting

Mark Lehr

Hector Espinoza

**10/16/18**

Eric Barrett



Description	Cert #	Units
<a href="#">Computer Science AD-T</a>	AS/650	29
<a href="#">Computer Programming</a>	AS/CE728	26
<a href="#">C++ Programming</a>	CE803	13
<a href="#">Java Programming</a>	CE809	13
<a href="#">Relational Database Technology</a>	CE816	12
<a href="#">Systems Development</a>	CE806	12

Description	Cert #	Units
<a href="#">CISCO Networking</a>	CE810	16
<a href="#">Information Security and Cyber Defense</a>	CE740	17

Checkout  
[CSUSB CyberSecurity Center](#)

Description	Cert #	Units
<a href="#">Web Developer</a>	CE843	17
<a href="#">Web Designer</a>	CE820	17
<a href="#">Computer Applications</a>	AS/CE726	32

# Overview

## **ACBSP (Accreditation Council for Business Schools and Programs)**

**34 Countries, over 3000 Programs**

**1 of 3 programs accredited in Computer Programming**

**1 of 7 programs accredited in Computer Science**

## **ICPC (Inter-Collegiate Programming Competition)**

**50,000 students**

**4,000 Universities**

**60 regions**

**BIST/CTE has hosted the Southern California Region for 19 years**

**Next competition November 10<sup>th</sup>, 2018**

## **NASA Suits Challenge**

**RCC Only Community College awarded**

**10 Universities participated including MIT/UC Davis**

**Unique Solution**

**Only team to build and utilize hardware interface vs. AR/Software**

**Only team to implement a dynamic overlay for task board.**

**Proposal submission due for next year.**



Develop a visual display using the Microsoft Hololens for astronauts to be more efficient and effective during a spacewalk.

- How do we best use AR to present data to astronauts?
- What will be the user experience of future NASA missions?
- What is the best design of robust, space-rated hardware that can stand up to years of use.



## The Solution



- We aimed for a simple to use and modular system that is easy for non-programmers to create their own .
- We built a custom controller for highly critical tasks. The controller serves as the primary interaction method for the software.





- University of California, Riverside
- Moreno Valley Unified School District
- Girl Scouts
- Our Lady of Perpetual Help
- 4-H
- Riverside Unified School District



Test Week



- Johnson Space Center - Houston, TX
- Collaborated with NASA Engineers
- Networked with groups from other universities
- Tested Hololens to meet system requirements



Test Week



Test Week





Test Week





- 2018 was only the pilot year
- NASA has already published the challenge for 2019
- RCC students are in full force working on our 2019 proposal
- NASA is excited to see returning schools



SPECIAL THANKS TO RCC FOR  
MAKING THIS POSSIBLE!



## Agenda Item (IV-C)

Meeting 10/16/2018 - Regular  
Agenda Item Chancellor's Reports (IV-C)  
Subject Healthcare Update  
College/District District  
Information Only

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### **Background Narrative:**

At the November 5, 2013 regular Board of Trustees meeting, the Board of Trustees requested an update of the healthcare issue at each Board meeting.

Any new claims or concerns will be brought forward.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### **Attachments:**

None.

## Agenda Item (IV-D)

Meeting 10/16/2018 - Regular

Agenda Item Chancellor's Reports (IV-D)

Subject Future Monthly Committee Agenda Planner and Annual Master Planning Calendar

College/District District

Information Only

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### Background Narrative:

Monthly, the Board Committees meet to review upcoming action items or receive information items and presentations. Furthermore, 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 Future Committee Agenda Planner and the Annual Master Planning Calendar are provided for the Board's information.

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

[Master Planning Calendar](#)

**RECOMMENDED 2018-19 GOVERNING BOARD AGENDA MASTER PLANNING CALENDAR**

Month	Planned Agenda Item *(Consent Item)
August	<ul style="list-style-type: none"> <li>Resolution Regarding Appropriations Subject to Proposition 4 – Gann Limitation*</li> </ul>
September	<ul style="list-style-type: none"> <li>CCFS-311Q-Quarterly Financial Status Report (4<sup>th</sup> Quarter) *</li> <li>Public Hearing and Budget Adoption for the Fiscal Year RCCD Budget</li> <li>Annual Adoption of Education Protection Account Funding and Expenditures</li> </ul>
October	<ul style="list-style-type: none"> <li>Emeritus Awards, Faculty</li> <li>Presentation of Annual Report by Measure C Citizens’ Bond Oversight Committee</li> <li>CCFS 311 Annual Financial and Budget Report*</li> <li>Jeanne Clery Act Report</li> </ul>
November	<ul style="list-style-type: none"> <li>CCFS-311Q Financial and Budget Report (1<sup>st</sup> Quarter)*</li> <li>Annual Master Grant Submission Schedule</li> </ul>
December	<ul style="list-style-type: none"> <li>Organizational Meeting: Elect the President, Vice President and Secretary of the Board of Trustees; Board association and committee appointments.</li> <li>Annual Board of Trustees Meeting Calendar for January-December</li> <li>Annual District Academic Calendar</li> <li>Annual Independent Audit Report for RCCD</li> <li>Annual Independent Audit Report for RCCD Foundation</li> <li>Fall Scholarship Award to Student Trustee</li> <li>Signature Authorization*</li> <li>Annual Proposition 39 Financial and Performance Audits</li> </ul>
January	<ul style="list-style-type: none"> <li>Grants Office Annual Winter Report</li> <li>Federal Legislative Update</li> <li>Annual Nonresident Tuition and Capital Outlay Surcharge Fees*</li> <li>Proposed Curricular Changes</li> </ul>
February	<ul style="list-style-type: none"> <li>CCFS-311Q-Quarterly Financial Status Report (2<sup>nd</sup> Quarter)*</li> <li>Presentation of Governor’s Budget Proposal</li> <li>Recommendation Not to Employ (March 15<sup>th</sup> Letters)</li> </ul>
March	
April	<ul style="list-style-type: none"> <li>Academic Rank – Full Professors</li> <li>Annual Authorization to Encumber Funds (Resolution for RCOE)</li> <li>Proposed Curricular Changes</li> <li>Agreement for Information Technology Support Services to the Galaxy System with Riverside County Superintendent of Schools*</li> </ul>
May	<ul style="list-style-type: none"> <li>CCFS-311Q-Quarterly Financial Status Report (3<sup>rd</sup> Quarter)</li> <li>Presentation on New Student Centered Funding Formula Proposal and RCCD Budget Planning</li> <li>Spring Scholarship Award to Student Trustee</li> <li>Summer Workweek</li> <li>College Closure – Holiday Schedule</li> <li>Resolution to Recognize Classified School Employee Week</li> <li>Board of Trustees Annual Self-Evaluation</li> <li>Chancellor’s Evaluation</li> <li>Annual Institutional Effectiveness Goals for Fiscal Viability and Programmatic Compliance with State and Federal Guidelines</li> </ul>
June	<ul style="list-style-type: none"> <li>Administration of Oath of Office to Student Trustee</li> <li>Department Chairs and Stipends, Academic Year</li> <li>Coordinator Assignments</li> <li>Extra-Curricular Assignments</li> <li>Notices of Employment–Tenured Faculty; Contract Faculty; and Categorically Funded Academic Administrator Employment Contracts</li> <li>Tentative Budget and Notice of Public Hearing on the Final Budget</li> <li>Five-Year Capital Construction Plan, Initial Project Proposals and Final Project Proposals</li> <li>Moreno Valley College Catalog</li> <li>Norco College Catalog</li> <li>Riverside City College Catalog</li> <li>Board Self Evaluation – Reporting Out</li> </ul>

**COMMITTEES OF THE BOARD OF TRUSTEES - PLANNING WORKSHEET**

**November 2018**

**Page 1**

A. Governance	B. Teaching and Learning	C. Planning and Operations	D. Resources	E. Facilities
Chancellor	Vice Chancellor, Academic Affairs	Chief of Staff and Facilities Development	Vice Chancellor, Business & Financial Services; Vice Chancellor, Diversity and Human Resources	Chief of Staff and Facilities Development
	<div data-bbox="499 732 846 1122" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>■ Board report and/or backup not yet complete – review pending.</li> <li>✓ Board report &amp; backup materials attached for review by the Cabinet.</li> <li>★ Approved by the Cabinet for placement on the Board agenda.</li> </ul> <p style="text-align: center; color: red; font-weight: bold; margin-top: 10px;">ALL FINAL REPORTS DUE TO THE CHANCELLOR'S OFFICE BY 10/23/2018 &amp; 11/06/2018.</p> </div>	<ul style="list-style-type: none"> <li>■ Amendment to Ground Lease for Educational Center at BCPSTC with County of Riverside (Brown/Doering)</li> </ul>		

Updated 09/18/2018

## Agenda Item (V-A)

Meeting 10/16/2018 - Regular

Agenda Item Student Report (V-A)

Subject Student Report

College/District District

Information Only

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### Background Narrative:

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

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

[Moreno Valley College Report](#)  
[Riverside City College Report](#)



**MORENO VALLEY COLLEGE  
ASSOCIATED STUDENTS  
BOARD REPORT  
October 2018**

- The ASMVC Multicultural Advisory Council will be hosting “Pink Ribbon Week”, October 1<sup>st</sup>-4<sup>th</sup> during the month of October which is designated as Breast Cancer Awareness Month. Various events/activities to include a “walk-a-thon”, speakers, and “hot Java & a pink surprise” will be offered for early morning students during the week.
- Friday, October 5 – Tuesday, October 9, six members from the ASMVC Leadership Team will travel with their Faculty Advisor to the 32<sup>nd</sup> Annual Hispanic Association of Colleges & Universities Annual Conference in Atlanta, GA.
- The Student Senate is working on hosting an event(s) recommended by the State of California Chancellors Office titled, “Undocumented Student Week of Action” scheduled October 15-19, 2018.
- The Student Leadership Team and their Faculty Advisor at MVC will be attending the Annual Student Leadership Conference in Los Angeles, CA, October 19 – 21, 2018 sponsored by the California Community College Student Affairs Association.
- The Student Senate for California Community Colleges, (SSCCC) will be having their General Assembly, (GA) in Ontario, CA, October 26 – 28, 2018 and 8- Student Leaders and the ASMVC Faculty Advisor will be attending the event.
- ASMVC will be having their “Annual Halloween Valley on Friday October 26, 4 – 7 p.m.”, on campus. This event/activity is opened to our surrounding Moreno Valley Community children & families which creates a fun and energetic environment to all who attend.
- The Student Body President and Student Body Vice President is actively participating in the “Guided Pathways Work Group Sessions” on campus.
- The Student Senators have all signed up to be on Shared Governance Committees campus-wide.
- The Student Senate is looking to work with Food Service Management to request extending operating hours on Friday afternoons & Saturday’s to accommodate student schedules along with expanding food options for those with special dietary needs.
- The Student Senate is researching other food options for the student body and the surrounding community in terms of possibly hosting, a Farmers Market on “Saturday’s”.



## Associated Students of Riverside City College Board Report October 2018

- **ASRCC Campus Events:**
  - **Club Rush** (9/11/18 – 9/13/18): 20 clubs participated in this event and over 1000 students interacted with clubs and/or ASRCC. This allowed for students to be informed of the academic, personal, and professional benefits of joining a club or organization.
  - **Tiger Pride** (9/13/18): 200 students were served, with the intent of creating a lively and enjoyable campus for students. In doing so, student retention may increase.
  - **After Hours** (9/18/18): 94 students were served, with the intent of creating a lively and enjoyable campus for students. In doing so, student retention may increase.
- **ASRCC Senate Corner** (9/20/18):
  - 100 students participated in a voluntary survey regarding parking.
  - Recurring complaint of the parking meter machines being inoperable, causing delays.
    - Students request for a mobile pay option.
- **Student Activities Programs:**
  - **Hunger Grant:**
    - 105 Students served (\$2,625.00 total)
      - 25 Cafeteria vouchers
      - 106 Pantry bags
  - **Book Scholarship:**
    - 8 Students awarded this scholarship (\$1,202.25 total)
- **ASRCC Resource Center Statistics for Spring 2018:**
  - 1574 unique visits
  - 3032 total visits
  - Items dispersed:
    - Clothing – 12
    - Food Items – 8186
    - School Supplies – 441
    - Toiletries – 14
    - Other – 60

## Agenda Item (VI-A-1)

Meeting 10/16/2018 - 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

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### 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20181016\\_Academic Personnel](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Academic Personnel

Date: October 16, 2018

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 for the following appointment(s) and authorizes the Vice Chancellor, Human Resources and Employee Relations to sign the employment contracts:

a. Management Contract

<u>Name</u>	<u>Position</u>	<u>Term of Employment</u>	<u>Salary Placement</u>
NORCO COLLEGE			
Ferrer, Gregory	Director, Disabled Student Programs and Services	12/03/18 – 06/30/19	V-5
Tarrant, Kaneesha	Interim Vice President, Student Services	11/14/18 – up to 1 year	AB-5

b. Contract Faculty

None

c. Long-Term, Temporary Faculty

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary Placement</u>
RIVERSIDE CITY COLLEGE			
VISITING ASSISTANT PROFESSOR			
Contreras, Lisa	Counseling (Categorical Funding)	10/17/18	D-5

Substitute Assignment, Fall Semester 2018

John Accomando, as Italian Instructor, effective September 18, 2018, to substitute in the absence of Samuel Pessah, Associate Professor of Italian, during the remainder of the fall semester 2018, with salary placement at Column H, Step 6 of the Faculty Salary Schedule.

d. Extra-Curricular, Academic Year 2018-19

Additions/Changes to the list submitted/approved by the Board of Trustees on June 19, 2018.

<u>Name</u>	<u>Activity</u>	<u>Add/Change/Remove</u>
Bryant, Taylor	Asstant Men's Tennis Coach	Add/100% of 2018-19
Pacheco, Maria	Study Abroad Instruction	Add/Spring 2018 \$4000.00
Polk, Daran	Asst. Women's Basketball Coach	Add/100% of 2018-19
Talamavaio, Pene	Strength Coach	Add/100% of 2018-19
Trice, Bethel	Asst. Women's Basketball Coach	Remove for 2018-19

3. 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.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>	<u>Effective Date</u>
Johnson, Ashlee	E	F	11/01/18

4. Range Reallocation

Administrative Policy 7232 authorizes the Chancellor (or designee) to increase a classification range/grade when market conditions are such that a classification needs to be considered for placement in a pay grade higher than the placement based on job content.

It is recommended the Board of Trustees reallocate the salary range for the following position as indicated below.

<u>Position</u>	<u>From Column</u>	<u>To Column</u>	<u>Effective Date</u>
Dean, Educational Services	V	W	07/01/2018

5. Separation(s) – Resignation(s) and Retirement(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>Position Title</u>	<u>Last Day of Employment</u>
RESIGNATION(S) (None)		
RETIREMENT(S) Wicken, Ingrid	Professor, Kinesiology	06/30/19

## Agenda Item (VI-A-2)

Meeting 10/16/2018 - 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

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### 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20181016\\_Classified Personnel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Classified Personnel

Date: October 16, 2018

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/ratify the following appointments:

<u>Name</u>	<u>Position</u>	<u>Effective Date (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>
a. Management/Supervisory (None)				
b. Management/Supervisory – Categorically Funded (None)				
c. Classified/Confidential				
DISTRICT				
Briones, Carrie	College Receptionist	10/17/18	C-1	Appointment
MORENO VALLEY				
Carbajal Santana, Hector	Groundsperson	10/17/18	E-1	Appointment
Ramirez, Gregory	Administrative Assistant I	10/17/18	E-LS-2	Transfer
Razo, Ayesha	Library Clerk I	10/30/18	E-4	Appointment
NORCO				
Figuroa, Claudia	Administrative Assistant III	10/17/18	I-5	Appointment
RIVERSIDE				
Ballon-Ferreira, Sergio	Groundsperson	10/17/18	E-1	Appointment
George, Michael	Senior Custodian	10/17/18	E-1	Appointment
Osekowsky, Tara	Laboratory Technician II (Part-Time, 50%)	10/17/18	O-1	Appointment
Payne, Leonard	Senior Custodian	10/17/18	E-1	Appointment
Rivera, Sonia	Medical Office Receptionist (Part-Time, 60%)	10/17/18	F-1	Appointment
Timme, Mia	Instructional Department Specialist	10/17/18	K-1	Transfer

Subject: Classified Personnel

Date: October 16, 2018

1. Appointments (Cont'd)

d. Classified/Confidential - Categorically Funded

<u>Name</u>	<u>Position</u>	<u>Effective Date (On/After)</u>	<u>Contract/ Salary</u>	<u>Action</u>
NORCO				
Mason, Briana	Customer Service Clerk (Part-Time, 77.5%)	10/17/18	E-1	Appointment
Olguin, Stephanie	Enrollment Services Specialist (Part-Time, 47.5%)	10/17/18	E-4	Promotion
RIVERSIDE				
Zarate, Miguel	Outreach Specialist	10/17/18	K-1	Appointment

2. Request(s) for Temporary Increase/Decrease in Workload

It is recommended the Board of Trustees approve the temporary increase/decrease in workload for the following individual(s). The request(s) have the approval of the college President(s).

<u>Name</u>	<u>Title</u>	<u>From/To Workload</u>	<u>Effective Date(s)</u>
Diaz, Jessica	Community Service Aide I	48.75% to 100%	09/01/18-06/30/19
Hernandez, Robert	Laboratory Technician II	75% to 100%	08/20/18-10/31/18
Larry, Jennifer	Cosmetology Clerk	37.5% to 100%	06/25/18-11/01/18
Moon Stone, Rebecca	Supplemental Instructional	52.5% to 100%	09/18/18-06/30/19
Owashi, Brandon	Institutional Research Specialist	60% to 100%	10/17/18-10/16/19
Rodriguez, Yesenia	Cosmetology Operations Asst.	50% to 100%	07/01/18-06/30/19

3. Range Reallocation

Administrative Policy 7232 authorizes the Chancellor (or designee) to increase a classification range/grade when market conditions are such that a classification needs to be considered for placement in a pay grade higher than the placement based on job content.

It is recommended that the Board of Trustees increase the classification range/grade of the position indicated below.

<u>Name</u>	<u>From Column</u>	<u>To Column</u>	<u>Effective Date</u>
Beebe, Robert	T	U	10/01/2018

Subject: Classified Personnel

Date: October 16, 2018

4. Separation(s) – Resignation(s) and/or Retirement(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>Last Date of Employment</u>
RESIGNATION(S)		
Morris, Kevin	Outreach Specialist	10/18/18
Wilcox, Elizabeth	SI Coordinator	09/21/18
RETIREMENT(S)		
Belcher, Calvin	Project Manager	11/09/18
END OF INTERIM ASSIGNMENT (None)		

## Agenda Item (VI-A-3)

Meeting	10/16/2018 - 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

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### 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: Terri Hampton, Vice Chancellor, HR and Employee Relations

### Attachments:

[20181016\\_Other Personnel](#)  
[20181016\\_Other Personnel\\_Backup](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
HUMAN RESOURCES AND EMPLOYEE RELATIONS

Subject: Other Personnel

Date: October 16, 2018

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 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 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 indicated on the attached list.

4. Professional Expert(s)

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 the employment of the professional expert(s) indicated on the attached list and authorize the Vice Chancellor, Human Resources and Employee Relations to sign the employment agreement.



SUBSTITUTE ASSIGNMENTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>MORENO VALLEY</b>				
Thomas, Angela	Assistant	Services	09/19/18-06/30/19	\$26.29
Zamora Gonzalez, Sandra	Administrative Assistant I	President's Office	09/10/18-11/09/18	\$19.93
<b>NORCO</b>				
Honesto, Michael	Custodian	Facilities	09/19/18-06/30/19	\$18.22
Razon, Evelyn	Customer Service Clerk	Student Financial Services	09/03/18-10/17/18	\$19.93
<b>RIVERSIDE</b>				
Boros, Jason	Customer Service Clerk	Performing Arts - Music	08/01/18-11/20/18	\$19.03
Diaz, Bobbi	Administrative Assistant II	Academic Support	08/21/18-09/17/18	\$21.85
McIntire, Christopher	Custodian	Facilities	09/28/18-06/30/19	\$18.22
Myers, Jaclyn	Educational Advisor	Athletics	09/17/18-10/17/18	\$28.99
Nguyen, Phuonghuyen	Administrative Assistant I	Academic Support	09/24/18-11/11/18	\$19.93
Osilla, Hermogenes	Custodian	Facilities	09/19/18-06/30/19	\$18.22
Pineda, Kenia	Counseling Clerk II	Counseling	10/10/18-06/30/19	\$21.85
Schmidt, Austin	Bound	Upward Bound	07/01/18-08/29/18	\$26.29
Tamayo, Heidy	Laboratory Technician II	Chemistry	10/01/18-06/14/19	\$31.54

SHORT TERM ASSIGNMENTS

<u>NAME</u> <u>DISTRICT</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
DeAnda, Julieta	Reserve Police Office	Safety and Police	09/24/18-06/30/19	\$15.65
Mattix, Hannah	Interpreter III	Disability Resource Center	09/18/18-06/30/19	\$35.00
Nichols, Samantha	Office Assistant IV	Office of Economic Development and Customized Training	09/27/18-06/30/19	\$14.00
Nunez, Roberto	Interpreter II	Disability Resource Center	09/18/18-06/30/19	\$30.00
Phelps, Suzanne	Interpreter II	Disability Resource Center	09/18/18-06/30/19	\$30.00
<b>NORCO</b>				
Kaan, Brandon	Grant Facilitator	Upward Bound Programs	09/19/18-06/30/19	\$40.00
Pham, Kevin	Student Support Services	Upward Bound Mentor	08/12/18-08/15/18	\$12.00
<b>MORENO VALLEY</b>				
Green, LaTanya	Matriculation and Educational Support Associate	Student Services	10/17/18-12/31/18	\$20.00
<b>RIVERSIDE</b>				
Macomber, Charlee	Box Office Specialist	Fine and Performing Arts	09/26/18-06/30/19	\$13.00
Pulu, Leslie	Clerk Trainee	Health Services	08/01/18-06/30/19	\$11.00
Piz, Cindy	Office Assistant III	Health Services	08/01/18-09/28/18	\$12.50
Piz, Cindy	Office Assistant IV	Health Services	10/01/18-06/30/19	\$14.00
Regner, Leslie	Office Assistant IV	Culinary	08/27/18-12/09/18	\$14.00
Uribe, Robert	Lab Aide II	Film and Television	10/17/18-06/30/19	\$11.00

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

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<u>DISTRICT FUNDS</u>				
MORENO VALLEY COLLEGE				
Amaya, Erika	Student Aide II	Tutorial Services	09/18/18	\$ 12.00
Antonio-Gonzalez, Mary	Student Aide I	The Learning Center	09/07/18	\$ 11.00
Boutros, John	Student Aide I	Math Lab	09/07/18	\$ 11.00
Diaz, Edward	Student Aide III	Communications-Ed Asst	09/13/18	\$ 13.50
Lobatos, Omar	Student Aide I	Middle College	09/27/18	\$ 11.00
Lopez, Michelle	Student Aide I	Food Services	09/13/18	\$ 11.00
		Natural Sciences &		
Lopez Ramirez, Jocelyn	Student Aide III	Kinesiology-ED Asst.	09/20/18	\$ 13.00
Nelson, Yesenia	Student Aide II	Tutorial Services	10/02/18	\$ 12.00
Picazo, Sebastian	Student Aide III	HASS-Ed. Asst.	09/13/18	\$ 13.00
Ramirez, Isabel	Student Aide II	Assessment Center	09/12/18	\$ 12.75
Varela, Jose	Student Aide II	Tutorial Services	09/17/18	\$ 12.00
NORCO COLLEGE				
Affeldt, Ryan	Student Aide I	Disability Resource Center	09/17/18	\$ 12.50
Alvarez, Alyssah	Student Aide I	Food Services	08/29/18	\$ 11.00
Antony, Harsha	Student Aide III	Tutorial Services	08/16/18	\$ 13.00
Ashour, Safa	Student Aide III	Tutorial Services	08/16/18	\$ 13.00
Bello-Carillo, Karla	Student Aide III	Tutorial Services	08/16/18	\$ 13.00
Capps, Dustin	Student Aide II	Grants & Equity	09/19/18	\$ 14.50
Dee, Madison	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
Hermosillo, Angelica	Student Aide I	Food Services	08/29/18	\$ 11.00
Hermosillo, Brianna	Student Aide I	Food Services	08/29/18	\$ 11.00
Lester, Christian	Student Aide II	Grants & Equity	09/17/18	\$ 12.50
Lester, Christian	Student Aide II	Grants & Equity	09/20/18	\$ 15.50
Marquez Cuevas, Jose	Student Aide II	Grants & Equity	09/18/18	\$ 12.50
Martin, Rachel	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
Medrano, Michael	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
Perez, Gabriela	Student Aide II	Grants & Equity	09/17/18	\$ 12.50
Raquel, Aleksiejczyk	Student Aide I	Food Services	08/29/18	\$ 11.00
		Science, Technology,		
Robles, Vanessa	Student Aide III	Engineering, Math	09/17/18	\$ 12.50
Roman, Bianca	Student Aide II	Grants & Equity	09/17/18	\$ 12.50
Romero, Tristan	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
Ruiz, Edwin	Student Aide III	Supplemental Instruction	08/29/18	\$ 13.00

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

Backup Other Personnel  
October 16, 2018  
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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>NORCO COLLEGE (contin</b>				
Salas, Fernando	Student Aide II	Grants & Equity	09/17/18	\$ 12.50
Santamaria, Danithza	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
Soto, Jake	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
		Science, Technology,		
Torres, Erick	Student Aide II	Engineering, Math	09/17/18	\$ 12.50
Vivanco, Brandon	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
Yoo, Alyson	Student Aide III	Tutorial Services	08/29/18	\$ 13.00
<b>RIVERSIDE CITY COLLEGE</b>				
		Student Support/ Promise		
Adams Green, Caylan	Student Aide II	Program	08/28/18	\$ 12.00
Alexander, Victoria	Student Aide II	Academic Support	09/14/18	\$ 12.00
Angulo, Alberto	Student Aide I	Food Services	08/21/18	\$ 11.00
Armstrong, Brittany	Student Aide II	Academic Support	09/14/18	\$ 12.00
Bonilla Torres, Stephany	Student Aide I	Testing Center	09/28/18	\$ 11.00
Carrillo, Marbella	Student Aide I	Tutorial Services	09/28/18	\$ 11.00
Cruz, Vianney	Student Aide I	Math Learning Center	09/27/18	\$ 11.00
		Disability Resource Ctr/		
Dao, Minh	Student Aide II	TRIO	09/28/18	\$ 12.00
Evins, Nicole	Student Aide I	Performing Arts / Theatre	09/27/18	\$ 11.00
Gomez, Marlene	Student Aide II	Academic Support	09/14/18	\$ 12.00
		Student Support/		
Guadarrama, Melissa	Student Aide II	Promise Program	08/13/18	\$ 12.00
Harris, Nikita	Student Aide I	Performing Arts / Dance	09/27/18	\$ 11.25
Hartogh, Lauren	Student Aide I	Tutorial Services	09/28/18	\$ 11.00
Ibarra Ordaz, Kevin	Student Aide I	Food Services	09/19/18	\$ 11.00
		Student Support/		
Jaramillo, Samantha	Student Aide II	Promise Program	06/13/18	\$ 12.00
		Student Support/		
Jaramillo, Samantha	Student Aide II	Promise Program	07/01/18	\$ 12.00
		Student Support/		
Johnson, Grace	Student Aide II	Promise Program	08/16/18	\$ 12.00
Karikari, Benjamin	Student Aide II	Disability Resource Ctr	09/21/18	\$ 12.00
Lee, Ye Eun	Student Aide I	Tutorial Services	09/28/18	\$ 11.00
Luna, Unique	Student Aide I	Food Services	08/21/18	\$ 11.00
Marquardt, Sydni	Student Aide I	Technical Support Svcs	09/28/18	\$ 11.00
McClellan, Amber	Student Aide I	Performing Arts / Dance	09/27/18	\$ 11.50
Medina, Aleah	Student Aide I	Welcome Center/Outreach	08/17/18	\$ 11.00
		Student Support/		
Mejia Marin, Daisy	Student Aide II	Promise Program	08/16/18	\$ 12.00
Mills, Walter	Student Aide II	Academic Support	07/02/18	\$ 12.00
		Center for Communication		
Muganza, Jennifer	Student Aide I	Excellence	08/24/18	\$ 11.00

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

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
RIVERSIDE CITY COLLEGE (Continued)				
Ogbodu, Emmanuel	Student Aide I	Technical Support Svcs	09/20/18	\$ 11.00
Padilla, Paul	Student Aide I	Technical Support Svcs	09/20/18	\$ 11.00
Pasewark, Kenneth	Student Aide I	Performing Arts / Music	09/27/18	\$ 11.00
Perez, Eric	Student Aide I	Food Services	08/21/18	\$ 11.00
Pickett, Jade	Student Aide II	DRC	09/25/18	\$ 12.00
Quijano, Riley	Student Aide I	Tutorial Services	09/28/18	\$ 11.00
Santa Cruz, Brenda	Student Aide I	Early Childhood Educ.	09/21/18	\$ 11.00
Schlotthauer, Victoria	Student Aide I	Performing Arts / Theatre	09/27/18	\$ 11.00
Schomaker, Victoria	Student Aide I	Food Services	08/21/18	\$ 11.00
		Center for Social Justice and Civil Liberties		
Tellez, Ilse	Student Aide IV		07/06/18	\$ 14.00
Thompson, James	Student Aide I	Technical Support Svcs	09/20/18	\$ 11.00
Vallejo, Noah	Student Aide I	Food Services	08/21/18	\$ 11.00
Vega Perez, Andres	Student Aide I	Food Services	08/27/18	\$ 11.00
Velasquez, Raymond	Student Aide I	Tutorial Services Student Support/	09/28/18	\$ 11.00
Wang, Haoshu	Student Aide II	Promise Program	08/31/18	\$ 12.00
West, Sarah	Student Aide I	Technical Support Svcs	09/20/18	\$ 11.00
Whitfield, Taylor	Student Aide II	Disability Resource Ctr	09/21/18	\$ 12.00
Wilson, David	Student Aide I	Tutorial Services	09/28/18	\$ 11.00
<u>CATEGORICAL FUNDS</u>				
AMERICA READS PROGRAM				
		Corona Norco Unified School District		
Meesha, Sylvia	Student Aide II		09/07/18	\$ 12.00
AMERICA COUNTS PROGRAM				
Vega, Tania	Student Aide II	My Learning Studio-MVC	09/17/18	\$ 12.00
CALWORKS WORK STUDY				
Gallardo De Murguia, Belen	Student Aide I	Early Childhood -MVC	09/14/18	\$ 11.00
Rivers, Helena	Student Aide I	Disability Support -MVC	09/27/18	\$ 11.00
COMMUNITY SERVICE PROGRAM				
		City of Riverside Public Utilities - RCC		
Lands, Chakara	Student Aide IV		09/27/18	\$ 14.00
MORENO VALLEY COLLEGE				
Ayala, Dante	Student Aide II	STEM	09/07/18	\$ 12.00
Burton, Cheyenne	Student Aide I	Outreach	09/14/18	\$ 11.00
Caldwell, Tricia	Student Aide I	Outreach	09/27/18	\$ 11.00

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

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<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>DATE</u>	<u>RATE</u>
<b>MORENO VALLEY COLLEGE (Continued)</b>				
Gold, Benjamin	Student Aide II	Tutorial Services	09/07/18	\$ 12.00
Peckham, Harley	Student Aide II	Assessment Center	09/07/18	\$ 12.75
Quin, Jessica	Student Aide I	PSET	10/01/18	\$ 11.75
Ramirez, Marisol	Student Aide II	Tutorial Services	10/03/18	\$ 12.00
Respress, Dominique	Student Aide I	Counseling	09/13/18	\$ 11.00
Saucedo, Natalie	Student Aide I	Music Dept	09/20/18	\$ 11.00
Tinajero, Valerie	Student Aide I	Dental Assistant Program	09/14/18	\$ 11.00
<b>NORCO COLLEGE</b>				
Allen, Taylor	Student Aide I	Veteran's Office	09/05/18	\$ 11.00
Calderon, Marcus	Student Aide I	Disability Resource Center	09/04/18	\$ 11.00
Cisneros, Aaron	Student Aide I	Food Services	09/19/18	\$ 11.00
Coker, Naysha	Student Aide I	Veteran's Office	09/07/18	\$ 11.00
Crowley, Jacquelyn	Student Aide I	Disability Resource Center	09/05/18	\$ 11.00
DePedro, Kekoa	Student Aide I	Library	09/05/18	\$ 11.00
Ford, Michael	Student Aide I	Veteran's Office	09/07/18	\$ 11.00
Mansfield, Devin	Student Aide I	Library	09/05/18	\$ 11.00
Martin, Kenya	Student Aide I	Library	09/07/18	\$ 11.00
McDonald, Megan	Student Aide I	Career Center	09/04/18	\$ 11.00
Michels, Jena	Student Aide I	Student Financial Services	08/27/18	\$ 11.00
Munoz, Paris	Student Aide II	Library	09/05/18	\$ 12.00
Olague, Leticia	Student Aide I	Veteran's Office	09/07/18	\$ 11.00
Ramirez, Jesse	Student Aide I	Library	09/07/18	\$ 11.00
Sharkas, Nancy	Student Aide I	Transfer Center	09/07/18	\$ 11.00
Sharkas, Sausan	Student Aide I	Transfer Center	09/08/18	\$ 11.00
Terry, Carl	Student Aide I	Student Financial Services	08/27/18	\$ 11.00
Waldron, Timothy	Student Aide I	Food Services	09/17/18	\$ 11.00
Zepeda, Allan	Student Aide I	Student Financial Services	09/06/18	\$ 11.00
<b>RIVERSIDE CITY COLLEGE</b>				
Barrett, Chelsea	Student Aide I	Life Sciences / Chemistry	09/20/18	\$ 11.00
French, Daryl	Student Aide I	Student Services / Ujima	09/21/18	\$ 11.50
Marazzi, Jeweliana	Student Aide III	Kinesiology / Athletics Administrative Support	09/06/18	\$ 13.00
Mathis, Vincent	Student Aide I	Center	09/25/18	\$ 11.00
Mazariegos-Rivadeneir, Freddy	Student Aide III	Kinesiology / Athletics Kinesiology/	09/07/18	\$ 13.00
Pelt, Annayah	Student Aide I	Women's Track	09/25/18	\$ 11.75
Relles-Powell, Yvette	Student Aide III	Kinesiology / Athletics Kinesiology/	09/07/18	\$ 13.00
Smith, Jabriel	Student Aide I	Women's Track	09/21/18	\$ 11.00
Smith, Nancy	Student Aide V	Business Administration/ Pathway to Law	09/20/18	\$ 15.75

PROFESSIONAL EXPERTS

<u>NAME</u>	<u>POSITION</u>	<u>DEPARTMENT</u>	<u>TERM</u>	<u>RATE/ AMOUNT</u>
NORCO COLLEGE Ni Hua Chou, Cathleen	Nurse Practitioner	Health Services	07/01/18-06/30/20	\$62.00/hr

## Agenda Item (VI-B-1)

Meeting	10/16/2018 - 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 \$5,250,515, and District Warrant Claims totaling \$4,110,379.

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### 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 \$5,250,515 requested by 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 291520 - 292726) totaling \$4,110,379, paid against approved Purchase Orders, 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: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

[10162018\\_Contracts and Purchase Orders Over \\$90,200 Report \(September\)](#)



Report of Purchases-All District Resources  
 Purchases over \$90,200  
 9/01/18 thru 9/30/18

PO#	Department	Vendor	Description	Amount
B0017634	EOPS - Riverside	Follett Higher Education Group, Inc.	Book Vouchers	\$ 200,000
C0003226	Student Services - Riverside	Riverside Transit Agency	Transportation Contracts	233,999
C0006184	Facilities - Riverside	Electro Construction Corp.	Bid Award for Baseball & Softball Field Lighting	91,790
C0006197	CTE Projects	San Bernardino Community College District	Strong Workforce Program	138,500
C0006203	Facilities - Moreno Valley	Hill Partnership, Inc.	Architect Agreement - Wellness Center	1,089,050
C0006208	Risk Management	Liebert Cassidy Whitmore	Legal	200,000
P0068606	Career and Technical Education	Base 11	RFP Award MVC Makerspace Design	200,000
P0068892	Workforce Preparation - Riverside	Chabot-Los Positas Community College District	Integrated Planning Project	237,000
<u>Approved/Ratify Purchase Orders of \$90,200 and Over</u>				
C0005745	Career and Technical Education	Interact Communications, Inc.	Amend. #2/Extends CTE Rebranding Agreement	233,433
P0067842	Dean Student Success and Support	Follett Higher Education Group, Inc.	Book Vouchers	120,250
				<u>\$ 2,744,022</u>

All Purchase Orders, Contracts, and Additions  
 for the Period of 9/1/18 - 9/30/18

Contracts C6184 - C6183	727,220
Contract Additions C4295 - C6149	
Purchase Orders P68314 - P68965	1,360,463
Purchase Order Additions P60935 - P68247	
Blanket Purchase Orders B17634 - B17720	418,810
Blanket Purchase Order Additions B16999 - B17574	
Total	<u>\$ 2,506,493</u>
Grand Total	<u>\$ 5,250,515</u>

## Agenda Item (VI-B-2-a)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-2-a)
Subject	Budget Adjustments
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the budget transfers as presented.

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### Background Narrative:

The 2018-19 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. As provided in Title 5, Section 58307, the Board of Trustees may approve budget transfers between major object code expenditure classifications within the approved budget to allow for needed purchases of supplies, services, equipment and hiring of personnel. Unless otherwise noted, the transfers are within the unrestricted General Fund (Fund 11, Resource 1000).

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

[10162018\\_Budget Adjustments](#)

## Budget Adjustments October 16, 2018

	<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Riverside</u>			
R1.	Transfer to purchase supplies. (Fund 12, Resource 1070)		
	From: Health Services	Health Supplies	\$ 5,700
	To: Health Services	Supplies	\$ 5,700
R2.	Transfer to purchase Survey Monkey subscription. (Fund 12, Resource 1190)		
	From: Strong Workforce	Supplies	\$ 300
	To: Strong Workforce	Surveys	\$ 300
R3.	Transfer to provide for mileage, conferences, memberships and cellular telephones.		
	From: Business Operations	Supplies	\$ 3,500
	To: Dean, Student Success and Support	Conferences	\$ 1,500
		Cellular Telephone	1,000
		Mileage	500
		Memberships	500
R4.	Transfer to provide for consultants for renderings and physical model.		
	From: Business Operations	Construction Contract	\$ 65,000
	To: Facilities	Consultants	\$ 65,000
R5.	Transfer to purchase a water heater.		
	From: Facilities	License Fees	\$ 3,245
	To: Facilities	Equipment	\$ 3,245

<u>Program</u>	<u>Account</u>	<u>Amount</u>
R6. Transfer to purchase a Tascam DA-3000 DSD Master Recorder for the CSA Concert Hall.		
From: Performing Arts	Other Services	\$ 870
To: Performing Arts	Equipment	\$ 870
R7. Transfer to purchase computer software. (Fund 12, Resource 1190)		
From: Academic Affairs	Instructional Supplies	\$ 780
To: Chemistry	Comp Software Maint/Lic	\$ 780
R8. Transfer to purchase supplies.		
From: Career and Technical Ed	Conferences	\$ 6,890
To: Career and Technical Ed	Supplies	\$ 6,890
R9. Transfer to purchase a cell phone.		
From: Learning Resource Center	Supplies	\$ 327
To: Learning Resource Center	Equipment	\$ 327
R10. Transfer to purchase software.		
From: Learning Resource Center	Repair Parts	\$ 13
To: Learning Resource Center	Comp Software Maint/Lic	\$ 13
R11. Transfer to provide for a software license renewal.		
From: English	Reference Books	\$ 2,000
To: English	Comp Software Maint/Lic	\$ 2,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>Norco</u>		
N1. Transfer to provide for turf maintenance and purchase audio/video equipment.		
From: Business Operations	Other Services	\$ 11,020
	Administrative Contingency	6,347
To: Business Operations	Construction Contract	\$ 11,020
Technology Support Services	Fixtures & Fixed Equip	6,347
N2. Transfer to provide for conferences.		
From: Educational Services	Instructional Supplies	\$ 15,775
	Equipment Replacement	1,500
To: Educational Services	Conferences	\$ 17,275
N3. Transfer to purchase printers.		
From: Dean of Instruction	Supplies	\$ 400
To: Dean of Instruction	Equipment	\$ 400
N4. Transfer to purchase health supplies.		
From: Student Services	Administrative Contingency	\$ 5,631
To: Student Activities	Health Supplies	\$ 5,631
N5. Transfer to purchase supplies.		
From: Student Services	Other Services	\$ 275
To: Student Services	Supplies	\$ 275

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N6. Transfer to provide for repairs.		
From: Admissions & Records	Supplies	\$ 282
To: Admissions & Records	Repairs	\$ 282
N7. Transfer to provide for memberships.		
From: Student Activities	Supplies	\$ 150
To: Student Activities	Memberships	\$ 150
N8. Transfer to purchase cell phone charging stations.		
From: Library	Student Help	\$ 4,177
To: Library	Equipment	4,177
N9. Transfer to provide for advertising. (Fund 12, Resource 1180)		
From: Business Operations	Equipment	\$ 238
To: Business Operations	Advertising	\$ 238
N10. Transfer to provide for laptops for the California Career Pathway grant. (Fund 12, Resource 1190)		
From: Career and Technical Ed	Comp Software Maint/Lic	\$ 45,000
To: Career and Technical Ed	Equipment	\$ 45,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N11. Transfer to provide office furniture for the Strong Workforce Program. (Fund 12, Resource 1190)		
From: Career and Technical Ed	Academic FT Administrator	\$ 20,308
	Educational Supplies	11,759
	Employee Benefits	15,000
To: Career and Technical Ed	Equipment	\$ 42,067
	Cellular Telephone	5,000
N12. Transfer to provide for textbooks. (Fund 12, Resource 1190)		
From: Educational Services	Instructional Supplies	\$ 28,274
Institutional Support	Instructional Supplies	6,000
Business, Engineering & Information	Comp Software Maint/Lic	5,000
Science and Kinesiology	Instructional Supplies	2,482
To: Library	Library Subscription	\$ 41,756
N13. Transfer to realign the Guided Pathways grant. (Fund 12, Resource 1190)		
From: Student Services	Classified FT	\$ 46,000
	Other Services	13,651
To: Student Services	Academic Special Projects	\$ 43,000
	Supplies	13,651
	Academic FT Non-Instr	3,000
N14. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Student Financial Services	Employee Benefits	\$ 850
To: Student Financial Services	Supplies	\$ 850
N15. Transfer to purchase supplies. (Fund 12, Resource 1190)		
From: Campus Student Services	Conferences	\$ 1,463
To: Campus Student Services	Supplies	\$ 1,463

<u>Program</u>	<u>Account</u>	<u>Amount</u>
N16. Transfer to purchase a computer. (Fund 12, Resource 1190)		
From: Student Success & Support Program	Supplies	\$ 1,534
To: Student Success & Support Program	Equipment	\$ 1,534
N17. Transfer to purchase subscriptions and provide for distance tutoring. (Fund 12, Resource 1190)		
From: Library	Library Subscriptions	\$ 13,385
To: Library	Professional Services	\$ 13,385
	Comp Software Maint/Lic	4,385
N18. Transfer to purchase furniture and modular walls.		
From: Business Operations	Administrative Contingency	\$ 27,107
To: Disabled Student Services	Equipment	\$ 27,107
N19. Transfer to provide for flooring and walls and to purchase a card integrator.		
From: Business Operations	Administrative Contingency	\$ 12,000
To: Facilities	Remodel Project	\$ 9,000
Business Operations	Supplies	3,000

Moreno Valley

M1. Transfer to provide for window cleaning and to purchase audio/visual equipment. (Fund 12, Resource 1180)		
From: Business Operations	Equipment	\$ 12,028
To: Business Operations	Other Services	\$ 7,000
	Repairs	5,028



<u>Program</u>	<u>Account</u>	<u>Amount</u>
M2. Transfer to provide for repairs. (Fund 12, Resource 1190)		
From: CalWORKs	Supplies	\$ 185
To: CalWORKs	Repairs	\$ 185
M3. Transfer to purchase speech recognition software.		
From: Career and Tech Education	Mileage	\$ 330
To: Career and Tech Education	Equipment	\$ 330
M4. Transfer to purchase instructional supplies.		
From: Academic Affairs	Administrative Contingency	\$ 4,812
To: Academic Support	Instructional Supplies	\$ 4,812
M5. Transfer to purchase a computer.		
From: Academic Support	Conferences	\$ 1,468
To: Academic Support	Equipment	\$ 1,468
M6. Transfer to provide for a room remodel.		
From: Academic Affairs	Equipment	\$ 4,000
To: Dean of Instruction	Other Services	\$ 4,000
M7. Transfer to purchase compressors and hand held radios.		
From: Advanced Officer Training	Professional Services	\$ 12,842
To: Fire Technology	Equipment	\$ 2,104
Fire Academy	Equipment	10,738

<u>Program</u>	<u>Account</u>	<u>Amount</u>
M8. Transfer to provide for a software license.		
From: Library	Student Help – Non-Instr	\$ 320
To: Library	Comp Software Maint/Lic	\$ 320
M9. Transfer to purchase instructional supplies. (Fund 12, Resource 1190)		
From: Lottery	Rents and Leases	\$ 2,199
To: Lottery	Instructional Supplies	\$ 2,199
M10. Transfer to provide for library books and subscriptions. (Fund 12, Resource 1190)		
From: Lottery	Instructional Supplies	\$ 15,000
To: Lottery	Library Books	\$ 10,000
	Library Subscriptions	5,000
M11. Transfer to purchase supplies and to provide for copying and printing.		
From: Business Services	Administrative Contingency	\$ 1,118
	Advertising	9,068
To: Business Services	Supplies	\$ 8,318
	Copying and Printing	1,868
M12. Transfer to provide for classified substitutions and overtime.		
From: Business Services	Administrative Contingency	\$ 11,000
To: Business Services	Classified Substitutes	\$ 6,000
	Classified Overtime	5,000

<u>Program</u>	<u>Account</u>	<u>Amount</u>
<u>District Office and District Support Services</u>		
D1. Transfer to purchase classroom computer equipment. (Fund 12, Resource 1180)		
From: Community & Economic Devel.	Other Services	\$ 9,870
To: Community & Economic Devel.	Equipment	\$ 9,870
D2. Transfer to purchase scanners.		
From: RCCD Foundation	Copying and Printing	\$ 1,000
To: RCCD Foundation	Equipment	\$ 1,000
D3. Transfer to purchase monitors.		
From: Communications & Web Develop	Comp Software Maint/Lic	\$ 3,000
To: Communications & Web Develop	Equipment	\$ 3,000
D4. Transfer to provide for photographers, mileage and a camera purchase.		
From: Strategic Communication & Relations	Copying and Printing	\$ 12,050
To: Strategic Communication & Relations	Professional Services	\$ 11,050
	Mileage	540
	Equipment	460
D5. Transfer to purchase supplies.		
From: Effectiveness Services	Cellular Telephone	\$ 42
	Repairs	500
To: Effectiveness Services	Supplies	\$ 542

<u>Program</u>	<u>Account</u>	<u>Amount</u>
D6. Transfer to purchase computers.		
From: IS Network Systems	Comp Software Maint/Lic	\$ 4,300
To: IS Network Systems	Equipment	\$ 4,300
D7. Transfer to provide for copying and printing.		
From: Community & Economic Develop	Repairs	\$ 1,300
To: Community & Economic Develop	Copying and Printing	\$ 1,300
D8. Transfer to provide for educational supplies. (Fund 12, Resource 1190)		
From: Innovation in Higher Education	Supplies	\$ 1,500
To: Innovation in Higher Education	Educational Supplies	\$ 1,500

## Agenda Item (VI-B-3-a)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-a)
Subject	Resolution No. 02-18/19 – 2018-2019 Agents of Change for a Healthier Tomorrow Grant
College/District	Riverside
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$16,204 to the budget.

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### Background Narrative:

The Riverside Community College District's Riverside City College has received funding for the 2018-2019 Agents of Change for a Healthier Tomorrow Grant in the amount of \$16,204 from The Regents of the University of California, Riverside, passed through from the Health Resources and Services Administration, an agency of the U.S. Department of Health and Human Services. The funds will be used for salaries, benefits, and other operational expenses of the program.

Prepared By: Irving Hendrick, Interim President, Riverside City College  
Sandy Baker, Dean, School of Nursing

### Attachments:

[10162018\\_Resolution No. 02-18/19 – Agents of Change for a Healthier Tomorrow Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 02-18/19

2018-2019 Agents of Change for a Healthier Tomorrow Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$16,204 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 October 16, 2018.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 02-18/19  
 2018-2019 Agents of Change for a Healthier Tomorrow Grant

Year	County	District	Date	Fund
19	33	07	10/16/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	D00	1190	0	0000	0237	8190	16,204 00	REVENUE
								EXPENDITURES
12	DWA	1190	0	6012	6237	1490	12,611 00	Acad Special Project
12	DWA	1190	0	6012	6237	3130	2,053 00	Employee Benefits
12	DWA	1190	0	6012	6237	3335	183 00	↓
12	DWA	1190	0	6012	6237	3450	25 00	
12	DWA	1190	0	6012	6237	3530	6 00	
12	DWA	1190	0	6012	6237	3630	126 00	
12	DWA	1190	0	6012	6237	5910	1,200 00	
							16,204 00	TOTAL REVENUE
							16,204 00	TOTAL EXPENDITURES

## Agenda Item (VI-B-3-b)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-b)
Subject	Resolution No. 03-18/19 – 2018-2019 Veterans Resource Center – Vision for Success Grant
College/District	Norco
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$100,000 to the budget.

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### Background Narrative:

The Riverside Community College District's Norco College has received funding for the 2018-2019 Veterans Resource Center – Vision for Success Grant in the amount of \$100,000 from The California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits and other operating expenses.

Prepared By: Bryan Reece, President Norco College  
Mark DeAsis, Dean, Admissions and Records  
Lorenzo Harmon, Director, Veterans Resource Center

### Attachments:

[10162018\\_Resolution No. 03-18/19 – Veterans Resource Center – Vision for Success Grant](#)



RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 03-18/19

2018-2019 Veterans Resource Center – Vision for Success

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,0000 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 October 16, 2018.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 03-18/19  
 2018-2019 Veterans Resource Center - Vision for Success

Year	County	District	Date	Fund
19	33	07	10/16/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount		Object Code Description
12	E00	1190	0	0000	0193	8659	100,000	00	REVENUE
									EXPENDITURES
12	EZG	1190	0	6219	0193	2339	37,824	00	Classified PT Hrly As Needed
12	EZG	1190	0	6219	0193	3225	548	00	Employee Benefits
12	EZG	1190	0	6219	0193	3460	76	00	
12	EZG	1190	0	6219	0193	3520	19	00	
12	EZG	1190	0	6219	0193	3620	605	00	
12	EZG	1190	0	6219	0193	4230	8,729	00	Instructional Supplies
12	EZG	1190	0	6219	0193	4590	7,500	00	Office and Other Supplies
12	EZG	1190	0	6219	0193	5910	3,846	00	Indirect Admin Costs
12	EZG	1190	0	6219	0193	6481	15,728	00	Equip Additional \$200-\$4999
12	EZG	1190	0	6219	0193	6485	25,125	00	Comp Equip Addl \$200-\$4999
							100,000	00	TOTAL REVENUE
							100,000	00	TOTAL EXPENDITURES

## Agenda Item (VI-B-3-c)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-c)
Subject	Resolution No. 04-18/19 – 2018-2019 Rancho Santiago Community College District Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$100,000 to the budget.

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### Background Narrative:

The Riverside Community College District has received funding for the 2018-2019 Rancho Santiago Community College District Grant in the amount of \$100,000 from Rancho Santiago Community College District, passed through from the California Community Colleges Chancellor's Office. The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning  
Jeff Williamson, Statewide Dir, Center for International Trade Development

### Attachments:

[10162018\\_Resolution No. 04-18/19 – Rancho Santiago Community College District Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 04-18/19

2018-2019 Rancho Santiago Community College District Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$100,000 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 October 16, 2018.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 04-18/19  
 2018-2019 Rancho Santiago Community College District Grant

Year	County	District	Date	Fund
19	33	07	10/16/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0356	8659	100,000 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	6819	0356	2118	31,667 00	Classified FT Administrator
12	AXD	1190	0	6819	0356	3220	5,720 00	Employee Benefits
12	AXD	1190	0	6819	0356	3320	1,963 00	
12	AXD	1190	0	6819	0356	3325	459 00	
12	AXD	1190	0	6819	0356	3420	6,649 00	
12	AXD	1190	0	6819	0356	3460	63 00	
12	AXD	1190	0	6819	0356	3520	16 00	
12	AXD	1190	0	6819	0356	3620	507 00	↓
12	AXD	1190	0	6819	0356	4590	400 00	Office and Other Supplies
12	AXD	1190	0	6819	0356	5198	5,000 00	Website Maintenance
12	AXD	1190	0	6819	0356	5220	1,000 00	Conferences
12	AXD	1190	0	6819	0356	5890	42,710 00	Business Seminars
12	AXD	1190	0	6819	0356	5910	3,846 00	Indirect Admin Costs
							100,000 00	TOTAL REVENUE
							100,000 00	TOTAL EXPENDITURES

## Agenda Item (VI-B-3-d)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-3-d)
Subject	Resolution No. 05-18/19 – 2018-2019 GO-Biz Grant
College/District	District
Funding	Grants and Categorical Programs
Recommended Action	It is recommended that the Board of Trustees approve adding the revenue and expenditures of \$137,030 to the budget.

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### Background Narrative:

The Riverside Community College District has received funding for the 2018-2019 GO-Biz Grant in the amount of \$137,030 from the California Governor's Office of Business and Economic Development. The funds will be used for salaries, benefits, and other operating expenses.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning  
Julie Padilla, Director, Procurement Assistance Center

### Attachments:

[10162018\\_Resolution No. 05-18/19 – GO-Biz Grant](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AMEND BUDGET

RESOLUTION No. 05-18/19

2018-2019 GO-Biz Grant

WHEREAS the governing board of the Riverside Community College District has determined that income in the amount of \$137,030 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 October 16, 2018.

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Clerk or Authorized Agent

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
 INCOME & EXPENDITURES - BUDGET AMENDMENT  
 Resolution No. 05-18/19  
 2018-2019 GO-Biz Grant

Year	County	District	Date	Fund
19	33	07	10/16/2018	12

Fund	School	Resource	PY	Goal	Func	Object	Amount	Object Code Description
12	A00	1190	0	0000	0036	8627	137,030 00	REVENUE
								EXPENDITURES
12	AXD	1190	0	7012	0036	2339	34,657 00	Classified PT Hrly As Needed
12	AXD	1190	0	7012	0036	3325	503 00	Employee Benefits
12	AXD	1190	0	7012	0036	3460	69 00	
12	AXD	1190	0	7012	0036	3520	17 00	
12	AXD	1190	0	7012	0036	3620	554 00	↓
12	AXD	1190	0	7012	0036	4330	13,600 00	Periodicals/Magazines
12	AXD	1190	0	7012	0036	4555	900 00	Copying/Printing
12	AXD	1190	0	7012	0036	4590	1,500 00	Office and Other Supplies
12	AXD	1190	0	7012	0036	5110	72,930 00	Consultants - Government Contracting
12	AXD	1190	0	7012	0036	5110	6,000 00	Trainers
12	AXD	1190	0	7012	0036	5740	5,000 00	Advertising
12	AXD	1190	0	7012	0036	5890	1,300 00	Database Subscription
							137,030 00	TOTAL REVENUE
							137,030 00	TOTAL EXPENDITURES



## Agenda Item (VI-B-5-a)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-a)
Subject	Purchase Financial Aid Communication, Verification, and Tracking System, Utilizing the Foundation for California Community Colleges Contract Number CB-235-18
College/District	District
Funding	Financial Aid Technology Allocation
Recommended Action	It is recommended that the Board of Trustees approve the purchase of financial aid communication, verification, and tracking system from CampusLogic, utilizing the Foundation for California Community Colleges Contract Number CB-235-18.

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### Background Narrative:

The Foundation for California Community Colleges (FCCC), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor's Office, and the entire California Community College system. FCCC operates CollegeBuys, a cooperative purchasing program designed to leverage the buying power of the 72 community college districts. CollegeBuys secures the most advantageous pricing from enterprise level vendors using system-wide agreements. Public Contract Code Section 20661 authorizes California Community Colleges to piggyback on contracts awarded by the Chancellor of the California Community Colleges.

Staff recommends use of the FCCC awarded contract number CB-235-18, to purchase financial aid communication, verification, and tracking system from CampusLogic. The term for FCCC contract number CB-235-18 is through January 31, 2021. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that these contracts best meet the needs of the District.

Attached is the service agreement between Riverside Community College District and CampusLogic for financial aid communication, verification, and tracking software.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services  
Raymond West, Vice President, Business Services (RCC)  
Nathaniel Jones, Vice President, Business Services (MVC)  
Michael Collins, Vice President, Business Services (NC)

### Attachments:

[10162018\\_CampusLogic Subscription Order Form](#)

## SUBSCRIPTION ORDER FORM

Customer Name ("Customer"): Riverside Community College District

Service Effective Date ("Service Effective Date"): 11/1/2018

Billing Contact Name: Elizabeth Hilton

Billing Contact Email Address and Phone Number: elizabeth.hilton@rcc.edu / 951-222-8712

PO Required:

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By executing this Subscription Order Form, Customer agrees to purchase a subscription and right to access the CampusLogic services indicated in the fee schedule below (collectively, the "Services") provided by CampusLogic, Inc. ("CampusLogic"), subject to payment of the subscription fees below.

### 1. TERM

1.1 Term. The Agreement shall be effective as of the date last signed below (the "Effective Date"). The Initial Term of Service for the Services shall commence on the Service Effective Date indicated above and will continue for the initial term period indicated below (the "Initial Term"). Notwithstanding, in the event this Subscription Order Form is signed by Customer after the Service Effective Date indicated above, the parties agree that the Service Effective Date shall be the first day of the month following the date of Customer's signature.

1.2 Renewals. Following the Initial Term, this Agreement will automatically renew for up to two (2) successive periods of twelve (12) months, at CampusLogic's then-current rates unless either party provides written notice to the other party at least sixty (60) days prior to the commencement of the applicable renewal term. CampusLogic shall provide Customer with current rates at least ninety (90) days prior to the commencement of the applicable renewal term.

1.3 Termination. Notwithstanding anything to the contrary in the CampusLogic Terms and Conditions, and in consideration for the pricing and fee discounts indicated below, Customer and CampusLogic agree that this Agreement may not be terminated by Customer for convenience or without cause prior to the end of the Initial Term.

### 2. FEES AND PAYMENT TERMS

2.1 Subscription Fees. Customer hereby orders and subscribes to the Services indicated below and agrees to pay the following subscription fees. The fees quoted below expire 90 days from the date of receipt by Customer unless this Subscription Order Form is signed prior to such date.

2.2 Invoice and Payment Terms. All amounts payable hereunder shall be due annually in advance within thirty (30) days following receipt of invoice sent by CampusLogic to Customer. CampusLogic will invoice Customer following execution of this Order Form and annually thereafter. Except as may otherwise be set forth in the Agreement, all fees are non-refundable.



StudentForms	Term	FCCC Fee
<b>Initial Term 36 months</b>		
Service Period 1 for Riverside City College, Norco College and Moreno Valley College	11/1/2018-10/31/2019	\$116,400
Service Period 2 for Riverside City College, Norco College and Moreno Valley College	11/1/2019-10/31/2020	\$116,400
Service Period 3 for Riverside City College, Norco College and Moreno Valley College	11/1/2020-10/31/2021	\$116,400

CampusMetrics – StudentForms Insights	Term	FCCC Fee
<b>Initial Term 36 months</b>		
Service Period 1 for Riverside City College, Norco College and Moreno Valley College	11/1/2018-10/31/2019	\$23,600
Service Period 2 for Riverside City College, Norco College and Moreno Valley College	11/1/2019-10/31/2020	\$23,600
Service Period 3 for Riverside City College, Norco College and Moreno Valley College	11/1/2020-10/31/2021	\$23,600

Implementation Fees	Fee	Discount	Net Price Due
One-time charge	\$15,000	0%	\$15,000

3. MISCELLANEOUS

3.1 The Services provided pursuant to this Subscription Order Form (the “**Order Form**”) are governed by the CampusLogic Terms & Conditions, and the CampusLogic Service Level Agreement, each incorporated herein by reference and available at [www.campuslogic.com/legal](http://www.campuslogic.com/legal) (collectively, the “**Agreement**”), and in accordance with the pricing discounts set forth in the CB-235-18 Administrative Services Agreement between the Foundation for California Community Colleges and CampusLogic (the “**FCCC Agreement**”). Capitalized terms not otherwise defined herein shall have the meanings set forth in the CampusLogic Terms and Conditions. Any additional or



conflicting terms added by Customer to this Order Form or any other purchase order, addendum, or other document, shall not form part of this Agreement unless expressly accepted in writing by CampusLogic.

3.2 In the event of a conflict between the Terms and Conditions and this Subscription Order Form, this Subscription Order Form shall control. This Agreement shall supersede and control over any prior agreements, proposals, or contracts relating to the Services.

By signing below the Customer and CampusLogic agree to be bound by the terms and conditions set forth in the Agreement. CUSTOMER AND CAMPUSLOGIC EXPRESSLY CONSENT AND AGREE THIS AGREEMENT MAY BE ELECTRONICALLY SIGNED. CUSTOMER AND CAMPUSLOGIC AGREE THE ELECTRONIC SIGNATURES APPEARING ON THIS AGREEMENT SHALL BE TREATED, FOR PURPOSES OF VALIDITY, ENFORCEABILITY AS WELL AS ADMISSIBILITY, THE SAME AS HAND-WRITTEN SIGNATURES.

AGREED TO AND ACCEPTED:

CUSTOMER	CAMPUSLOGIC, INC
Sign:	Sign: <i>Colleen Shannon</i>
Print:	Print: Colleen Shannon
Title:	Title: CFO
Date:	Date: 09/12/2018
Address:	Address: 1340 S. Spectrum Blvd. Suite 200 Chandler, AZ 85286
Phone/Email:	Phone/Email: 602-643-1358 colleen.shannon@campuslogic.com

CampusLogic CEO: Gregg Scoresby  
Email: [info@campuslogic.com](mailto:info@campuslogic.com)  
Phone: 602-643-1300

## Agenda Item (VI-B-5-b)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-5-b)
Subject	Purchase of Advanced Communication Solutions from NEC Corporation of America Authorized Dealers/Distributors, Utilizing the National Cooperative Purchasing Alliance (NCPA) Contract No. 01-60 through August 31, 2019
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees approve the purchase of advanced communication solutions from NEC Corporation of America authorized dealers/distributors, utilizing the National Cooperative Purchasing Alliance (NCPA) Contract No. 01-60 through August 31, 2019.

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### Background Narrative:

National Cooperative Purchasing Alliance (NCPA), a national government purchasing cooperative, maintains lists of contracts for goods and services awarded to multiple vendors. NCPA assists in reducing the cost of purchased goods and services for participating agencies by aggregating their purchasing power nationwide. This is accomplished through competitively solicited contracts with lead public agencies. Public Contract Code 20652 authorizes state and local agencies to piggyback on existing bids properly advertised and awarded by other public entities.

Staff recommends use of NCPA Contract No. 01-60, as needed throughout the District, with NEC Corporation of America authorized dealers/distributors, for the purchase of advanced communication solutions. The term of the contract is through August 31, 2019 and contains an option to renew for two (2) additional one (1) year periods. District staff has reviewed available cooperative purchasing agreements and other formal purchasing options and found that this contract best meets the needs of the District.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services  
Chris Blackmore, AVC, IT & LS

### Attachments:

None.

## Agenda Item (VI-B-6-a)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-a)
Subject	Contracts and Agreements Report Less than \$90,200 – All District Resources
College/District	District
Funding	Various Resources
Recommended Action	It is recommended that the Board of Trustees ratify contracts totaling \$727,220 for the period of September 1, 2018 through September 30, 2018.

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### 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 \$90,200. The attached listing of contracts and agreements under \$90,200 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: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

### Attachments:

[10162018\\_Contracts and Agreements Less than \\$90,200 Report \(September\)](#)

Contract and Agreements Report-All District Resources  
 \$90,200 and Under  
 9/01/18 thru 9/30/18

PO#	Department	Vendor	Business Location	Description	Amount
C0006185	Business & Financial Services	EMSI	Moscow, ID	Economic Impact Study Consultant	\$ 42,000
C0006186	Workforce Preparation - Riverside	First Aid CPR Trainer	Riverside	First Air/CPR Training	15,000
C0006187	Career and Technical Ed - Riverside	In-N-Out Burger	Baldwin Park	Food	3,975
C0006188	Library - Norco	Innovative Interfaces, Inc.	Emeryville	Computer Software Maint/Lic	2,607
C0006188	Library - Moreno Valley	Innovative Interfaces, Inc.	Emeryville	Computer Software Maint/Lic	3,695
C0006188	Library - Riverside	Innovative Interfaces, Inc.	Emeryville	Computer Software Maint/Lic	45,132
C0006189	Workforce Preparation - Riverside	Life Link CPR Training	Riverside	First Air/CPR Training	15,000
C0006190	Workforce Preparation - Riverside	Inman, Tracy	San Bernardino	Foster Kinship Ed. ProgramTrauma Parenting Training	6,552
C0006191	Workforce Preparation - Riverside	Hebert, Erin Renee	Redlands	Foster Kinship Ed. ProgramTrauma Parenting Training	5,096
C0006192	Career & Tech Projects	Westin	Rancho Mirage	Meeting Expenses	10,000
C0006193	Dean of Instruction - Moreno Valley	Cell Business Equipment	Irvine	Repairs - Service	400
C0006194	Science & Physical Ed - Moreno Valley	Fitness 19 CA #187, LLC	Moreno Valley	Rents and Leases	20,000
C0006195	Student Services - Norco	Renaissance Hotel	Long Beach	Conferences	7,798
C0006196	Career & Tech Projects	San Bernardino Community College District	San Bernardino	Grant / Contract Sub Agreements	14,641
C0006198	Chancellor's Office	Varner & Brandt, LLP	Riverside	Legal	50,000
C0006199	Workforce Preparation - Riverside	Barker-Garcia, Deborah J.	Alta Loma	SSP Technology Consultant	90,000
C0006200	Performance Riverside	Music Theatre International	New York, NY	Rents and Leases	21,734
C0006201	Athletics - Riverside	PrestoSports, Inc.	Rockville, MD	Website Hosting	11,850
C0006202	Student Financial Services - Riverside	Sharp Electronics Corp.	Pasadena	Repairs - Service	582
C0006204	Academy / Criminal Services	City of Moreno Valley	Moreno Valley	Rents and Leases	1,610
C0006205	Open Campus	Respondus, Inc.	Redmond, WA	Computer Software Maint/Lic	15,135
C0006206	Facilities - Riverside	United-Heider Inspection Group	Moreno Valley	Inspection	7,640
C0006207	Early Childhood Studies - Moreno Valley	Reliable Workplace Solutions	Riverside	Repairs - Service	653
C0006209	Applied Technology - Riverside	Shannon Diversified, Inc.	Ontario	Repairs - Service	20,093
C0006210	Academy / Criminal Services	Scantron Corporation	Omaha, NE	Computer Software Maint/Lic	100
C0006211	Career and Technical Ed - Moreno Valley	Base 11	Costa Mesa	Educational Services	25,000
C0006212	Open Campus	Blackboard Inc.	Indianapolis, IN	Blackboard Managed Hosting	44,309
C0006213	Library - Norco	Korb, Alexander	Los Angeles	Lecturers	3,500
C0006214	Performance Riverside	OD Music, Inc.	Woodland Hills	Disney's Newsies Paymaster	62,969
C0006215	Food Services - Norco	Oracle America, Inc.	Redwood Shores	Repairs - Service	3,592
C0006216	Life Sciences - Riverside	Culligan	Ontario	Repairs - Service	1,980
N/A	Student Activities	Moreno Valley Conference & Recreation Center	Moreno Valley	ASMVC Stdnt of Distinction Awards Banquet Rm Rntl	No Cost
N/A	Student Activities	Moreno Valley Conference & Recreation Center	Moreno Valley	ASMVC Fall Leadership Banquet Room Rental	No Cost
N/A	Early Childhood Education	Yosemite Community College	Modesto	Tuition Reimbursement Program	No Cost
N/A	Enrollment Studies	The Growing Place	Riverside	Federal Work Study Program	No Cost
N/A	Enrollment Studies	City of Riverside	Riverside	Federal Work Study Program	No Cost
N/A	Early Childhood Education	The Petty Zoo	Perris	Petting Zoo and Pony Rides	No Cost
N/A	Office of Economic Development	Rancho Santiago Community College District	Santa Ana	Global Digital Marketing	No Cost
N/A	School of Nursing	ExamSoft Worldwide	Delray Beach, FL	Online Software - Student Exams	No Cost
N/A	Career & Tech Projects	Colton-Redlands-Yucaipa ROP	Redlands	ENE-4 Articulation Agreement	No Cost
N/A	School of Nursing	University of Texas Arlington	Texas	BSN Degree Courses	No Cost
N/A	School of Nursing	University of Phoenix	Arizona	BSN Degree Courses	No Cost
N/A	Student Employment	Boys & Girls Club of Greater Redlands/Riverside	Redlands	Off Campus Federal Work Study	No Cost
N/A	TRIO Program	Moreno Valley Unified School District	Moreno Valley	Operate Programs at MVUSD Facility	No Cost
N/A	Dental Assistant Program	Soonyuhk Chang, DDS	Perris	Clinical Rotation	No Cost
N/A	PAC	Ca. Governor's Office of Bus. & Economic Dev.	Sacramento	Small Business Technical Assistance Program	No Cost
N/A	Fine & Performing Arts	Actors' Equity Assoc. Morgan Reynolds	North Hollywood	Disney's Newsies Guest Artist	No Cost

Contract and Agreements Report-All District Resources  
 \$90,200 and Under  
 9/01/18 thru 9/30/18

PO#	Department	Vendor	Business Location	Description	Amount
N/A	Student Services	Alvord Unified School District	Corona	Dual Enrollment Partnership	No Cost
N/A	Student Equity	The Foundation for CCC Guidance Initiative	Sacramento	Student Level Data Sharing	No Cost
Additions to Approved/Ratify Contracts of \$90,200 and Under					
C0004295	Campus Student Services - Norco	St. Augustine Enclosed RV & Self-Storage	Norco	Rents and Leases	325
C0004438	Health Services - Norco	Student Health 101	Westborough, MA	Periodicals/Magazines	3,000
C0004774	Facilities - Moreno Valley	Orkin, Inc.	Atlanta, GA	Pest Control Services	400
C0004933	Applied Technology - Riverside	SoCal Office Technologies, Inc.	Cypress	Repairs - Service	1,600
C0005199	Chancellor's Office	De Lage Landen Public Finance, LLC	Wayne, PA	Rents and Leases	1,500
C0005211	Workforce Preparation - Riverside	Shred-It USA, LLC	Blue Ash, OH	Shredding Services	1,000
C0005398	Information Services	Softdocs, Inc.	Columbia, SC	Computer Software Maint/Lic	17,687
C0005648	International Students	Uhakinside	Riverside	Recruiting Services	500
C0005779	Food Services - Moreno Valley	Morgan Services, Inc.	Los Angeles	Laundry and Cleaning	4,200
C0005779	Food Services - Norco	Morgan Services, Inc.	Los Angeles	Laundry and Cleaning	4,200
C0005779	Food Services - Riverside	Morgan Services, Inc.	Los Angeles	Laundry and Cleaning	10,500
C0005893	Risk Management	Rave Mobile Safety	Framingham, MA	Mass Notification Service	33,646
C0005905	Facilities - Riverside	Gensler	Los Angeles	Consultants	65,000
C0006042	Facilities - Moreno Valley	Air-Ex Air Conditioning, Inc.	Pomona	HVAC Replacement - Bid No. 2017/18-33-UCCAP	1,146
C0006106	Customized Solutions	Brady, Michael	Corona	Training Services	850
C0006139	Career & Tech Projects	Hilton Hotel	San Bernardino	Meeting Expenses	3,575
C0006149	Facilities - Moreno Valley	Champion Electric, Inc.	Riverside	Bid Award Humanities LED Conversion	25,448
Total					<u>\$ 727,220</u>



## Agenda Item (VI-B-6-b)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-b)
Subject	Agreement Amendment No. 1 for the O.W. Noble Administration Building Demolition and Parking Lot Construction Project with Koury Engineering and Testing, Inc.
College/District	Riverside
Funding	College Allocated Measure C Funds
Recommended Action	It is recommended that the Board of Trustees approve Agreement Amendment No. 1 for the Riverside City College O.W. Noble Administration Building Demolition and Parking Lot Construction Project with Koury Engineering & Testing, Inc. in the amount not to exceed \$8,162.

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### Background Narrative:

On January 16, 2018, the Board of Trustees approved an agreement with Koury Engineering & Testing, Inc. in the amount of \$19,733 for geotechnical and material testing services on the O.W. Noble Administration Building Demolition & Parking Lot Construction at Riverside City College.

At this time it is requested that the Board of Trustees approve the Agreement Amendment No. 1 in the amount not to exceed of \$8,162 due to additional overtime hours and unforeseen circumstances as outlined on Exhibit I. Additional soils testing and inspections were required due to unforeseen soils conditions where the previous O.W. Noble Administration building was located and additional over-time work to keep the project on schedule.

Cost for the requested amendment is within the project budget approved by the Board of Trustees and no augmentation of the project budget is required.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Chip West, Vice President, Business Services (RCC)  
Bart Doering, Facilities Development Director

### Attachments:

[10162018\\_Koury Engineering & Testing - Amendment No. 1](#)



Mr. Bart Doering  
Facilities Development Director  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

September 25, 2018  
Koury Project No. 17-1035

**RE: Riverside City College Noble Administration Building & Parking Lot Rough Grading - Phase I & Phase II  
Amendment No. 1 Request**

Dear Mr. Doering:

Please consider this letter as a formal change order request notice. We submit for your review this Change Order Request Form and associated supporting information. This change order request for additional compensation relates to the occurrence of unbudgeted overtime hours and unforeseen circumstances.

Project budget status for contracted scope of work:

Original Contract Amount	\$ 19,733.20
<i>Invoice 942182</i>	\$ 9,385.20
<i>Invoice 942462</i>	\$ 9,929.00
<i>Invoice 942847</i>	\$ 6,590.80
<i>Invoice 942977</i>	\$ 2,310.00
Actual Cost through 9/25/18	\$ 28,215.00
Remaining Budget as of 9/25/18	(\$ 8,481.80)
Credit for Inspector Show Up fees	\$ 320.00
<b>Total Additional Funds Needed</b>	<b>\$ 8,161.80</b>

In summary, Koury needs authorization for an additional budget amount of \$ 8,161.80. Formal written approval of this change order request is appreciated, but not required. Koury will assume your acceptance of this change order if we don't hear back from you by the close of business day, November 5<sup>th</sup>, 2018.

Thank you for consideration of this request. If you need clarification or additional information, please contact me at (909) 988-2795, extension 205.

A handwritten signature in blue ink that reads "Bridget Sherman".

Bridget Sherman  
[Bridgets@kouryengineering.com](mailto:Bridgets@kouryengineering.com)

## Agenda Item (VI-B-6-c)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-c)
Subject	Agreement Amendment No. 3 for Architectural Design Services for the Ben Clark Training Center Corrections Scenario Training Building project with Holt Architecture
College/District	Moreno Valley
Funding	Title V – Corrections Scenario Training Project Grant
Recommended Action	It is recommended that the Board of Trustees approve Amendment No. 3 for the Ben Clark Training Center Corrections Scenario Training Building project for additional architectural design services with Holt Architecture in the amount not to exceed \$109,780.

---

### Background Narrative:

On February 21, 2017, the Board of Trustees approved the Agreement with Holt Architecture for Architectural Design Services for the Ben Clark Training Center Corrections Scenario Training Building project for Moreno Valley College in an amount not to exceed \$98,108.

On August 15, 2017, the Board of Trustees approved Amendment No. 1 for additional structural engineering services for an additional amount of \$48,650.

On November 21, 2017, the Board of Trustees approved Amendment No. 2 for additional Geotechnical Engineering Services to provide an updated Geotechnical Report for the project site for an additional amount of \$9,004.

At this time it is requested that the Board of Trustees approve Amendment No. 3 to extend the agreement date to December 31, 2020; redesign the facility; include fire alarm and sprinkler system design for DSA purposes; eliminate the pre-engineered building system in lieu of conventional wood framed construction; and provide additional topographic survey. Additional services included in the proposed base scope fee total an additional \$103,280. Should improvements be required to the existing path of travel and/or restroom facilities, an allowance of \$6,500 has been set aside. The total amended amount for the project is not to exceed \$109,780 and is within the project budget approved by the Board of Trustees and no project budget augmentation is required.

Prepared By: Robin Steinback, President, Moreno Valley College  
Nathaniel Jones, Vice President, Business Services (MVC)  
Arthur Turnier, Dean of Instruction PSET, BCTC

### Attachments:

[10162018\\_Holt Architecture - Amendment No. 3](#)

THIRD (3) AMENDMENT TO AGREEMENT  
BETWEEN  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
AND  
HOLT ARCHITECTURE  
*(Ben Clark Training Center Scenario Building)*

This document amends the original agreement between the Riverside Community College District and Holt Architecture, which was originally approved by the Board of Trustees on February 21, 2017.

The agreement is hereby amended as follows:

1. The term of this agreement shall be from the original agreement date of February 22, 2017, to the extended amended date of December 31, 2020.
2. Additional compensation of this amended agreement shall not exceed \$109,780. Holt Architectures agreement, including amendments and reimbursable expenses, now totals \$265,542.

Payments and final payment shall coincide with original agreement.

Additional scope of work shall be provided 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.

HOLT ARCHITECTURE

RIVERSIDE COMMUNITY COLLEGE  
DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Matt Acton  
Lead Designer  
70-225 Highway 111, Suite D  
Rancho Mirage, CA 92270

Aaron S. Brown  
Vice Chancellor  
Business and Financial Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit I



August 17, 2018

Bart Doering, Facilities Development Director  
**Riverside Community College District**  
[Bart.Doering@rccd.edu](mailto:Bart.Doering@rccd.edu)

**RE: Amendment #03 to Contract for Additional Services**

Bart:

On behalf of Holt Architecture, I am pleased to provide you with this proposal for additional Professional Services.

Our Proposal for Additional Services is based on the:

- Redesigning the facility to respond to the current budgetary constraints. The Redesign is based upon the Project Stakeholder approval of Floor Plan – Option C at our meeting 08/02/18.
  - This redesign will include modifications to the overall building design, building footprint, Mechanical System, Electrical System, Civil Engineering, and Structural system.
- Inclusion of Fire Alarm and Fire Sprinkler system design for DSA approval.
- Elimination of the Pre-Engineered Building system in lieu of convention wood framed construction.
- Additional Topographic Survey, field evaluations of existing ADA path of travel to nearest restroom modularity, and field evaluations of existing restroom modularity to verify ADA compliance for DSA Approval.

Our proposed Fee for the Additional Services is a lump sum of **\$109,780**.

We appreciate the opportunity to be of further service. Let me know if you need any additional information at this time

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Acton", written over a horizontal line.

Matt Acton LEED® Green Associate™  
Lead Designer

## Agenda Item (VI-B-6-d)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-6-d)
Subject	Contract Agreement for a Cybersecurity Training Platform with Proofpoint Inc.
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the purchase of a cybersecurity training platform with Proofpoint Inc., in the amount of \$104,895.00 through June 30, 2021.

---

### Background Narrative:

On October 2015, the Board of Trustees approved a three-year contract with Wombat Technologies, Inc. to provide a cybersecurity training platform district-wide. In 2018, Wombat Technologies, Inc. became a division of Proofpoint Inc.

Attached for the Board's review and consideration is an agreement with Proofpoint to continue providing district-wide cybersecurity training. At this time, Educational Services requests approval of this agreement with Proofpoint, Inc. in the amount not to exceed \$104,895.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning  
Chris Blackmore, AVC, IT & LS

### Attachments:

[Proofpoint Agreement](#)

**Amendment to the Subscription Agreement**

This Amendment ("Amendment") to the *Subscription Agreement* is executed by **Riverside Community College District** ("Customer"), and **Proofpoint, Inc.** ("Proofpoint"), as of the date last signed below.

WHEREAS, Customer and Wombat Security Technologies, Inc. ("Wombat") entered into that certain *Subscription Agreement* dated November 2, 2015, as amended (the "Agreement"), licensing the use of Software from Wombat under the Agreement; and

WHEREAS, Customer and Proofpoint desire to assign and renew the Agreement; and

NOW, THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Customer and Proofpoint agree as follows:

- 1 Pursuant to Section 11(b) of the Agreement, Customer hereby consents to the assignment by Wombat of all its rights, interests and obligations under the Agreement to Proofpoint and all obligations of Wombat under the Agreement, including though not limited to those accrued prior to the date of this Amendment, will be assumed by Proofpoint.
- 2 The following language is added to the Agreement as a new Section 8 of Exhibit A:
  - Proofpoint grants Customer a limited, non-exclusive, non-transferable and non-sublicensable license to access and use the End User Sync software provided by Proofpoint ("End User Sync Software"). Customer will be responsible for the deployment and maintenance of the End User Sync Software.
  - All of the restrictions on use of the Service and Software in the Agreement will also apply to use of the End User Sync Software.
  - Proofpoint warrants to Customer that the End User Sync Software will materially comply with the Documentation for a period of ninety (90) days from the date Customer is provided access to the End User Sync Software. Proofpoint is not responsible for any breach of the warranty caused by software not provided by Proofpoint including Customer's server, or any other Customer or third-party hardware or software. In the event of any breach of this warranty, Customer shall notify Proofpoint, and Proofpoint shall promptly repair or replace the relevant functionality or features of the End User Sync Software at no additional cost to Customer. Such repair or replacement shall be the sole and exclusive remedy of the Customer for any breach of this warranty."
- 3 Exhibit B of the Agreement shall be superseded and replaced with Exhibit B attached hereto.
- 4 Except as amended herein, all terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the later of the dates set forth below.

**Proofpoint, Inc.**

**Riverside Community College District**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT B**  
**Licensed Software**

**Assessments**

- ThreatSim
- PhishAlarm (must license ThreatSim)
- PhishAlarm Analyzer (must license PhishAlarm)
- CyberStrength
- USBGuru – quantity \_\_

**Training Modules**

Hosted by Proofpoint or  On-Site at Customer Location (LMS - Single SCO based SCORM 1.2 or 2004 compliant format)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> URL Training  | <input checked="" type="checkbox"/> Email Security                            |
| <input checked="" type="checkbox"/> Anti-Phishing Phil  | <input checked="" type="checkbox"/> Anti-Phishing Phyllis                     |
| <input checked="" type="checkbox"/> Password Security   | <input checked="" type="checkbox"/> Security Beyond the Office                |
| <input checked="" type="checkbox"/> Mobile Device Security                                    | <input checked="" type="checkbox"/> Social Engineering                        |
| <input checked="" type="checkbox"/> Safer Web Browsing  | <input checked="" type="checkbox"/> Data Protection and Destruction           |
| <input checked="" type="checkbox"/> Physical Security   | <input checked="" type="checkbox"/> Safe Social Networks                      |
| <input checked="" type="checkbox"/> Personally Identifiable Information (PII)                 | <input checked="" type="checkbox"/> Protected Health Information (PHI)        |
| <input checked="" type="checkbox"/> Mobile Apps   | <input checked="" type="checkbox"/> Security Essentials                       |
| <input checked="" type="checkbox"/> Payment Card Information Data Security Standard (PCI DSS) | <input checked="" type="checkbox"/> Security Essentials - Executive           |
| <input checked="" type="checkbox"/> USB Device Safety   | <input checked="" type="checkbox"/> Protecting Against Ransomware             |
| <input checked="" type="checkbox"/> Travel Security   | <input checked="" type="checkbox"/> Securing Your Email Series – Fundamentals |
| <input checked="" type="checkbox"/> GDPR  | <input checked="" type="checkbox"/> Securing Your Email Series – Advanced     |
| <input checked="" type="checkbox"/> Insider Threat Series                                     |   |
| <input checked="" type="checkbox"/> GDPR in Action  |   |

**Number of Authorized Named Users:** 5,000

Such authorized named Users shall be those with email addresses incorporating the domain(s) listed below.

**Authorized domains owned by Customer:** @rccd.edu, @rcc.edu, @norccollege.edu, @mvc.edu, @rccd.net

**Languages:** English, Spanish (LATAM)

**Renewal Term:** Thirty-six (36) months starting July 1, 2018

**Renewal Subscription Fee:** \$ 104,895.00

**End-User Sync:** \$ 0.00

**Total Renewal Fees:** \$ 104,895.00. Total renewal fees are payable in annual increments of \$34,965.00 over three (3) consecutive years.



## Agenda Item (VI-B-7)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-7)
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: Wolde-Ab Isaac, Chancellor

### Attachments:

[Out-of-State Travel](#)

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: October 16, 2018

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

Current:

*Moreno Valley College*

- 1) Mr. Jeno Kim, Assistant Professor, History, Humanities, Arts & Social Sciences, to travel Albuquerque, New Mexico, October 31 through November 4, 2018, to attend the 2018 Sixteenth Century Society and Conference. Estimated cost: \$1,173.00. Funding source: \$500.00 to be paid with General funds and \$673.00 to be paid by the traveler.

*Norco College*

- 1) Ms. Jessica Cobb, Director, Next Phase Program, to travel to Indianapolis, Indiana, November 7 through 11, 2018, to attend the 2018 National Conference on Higher Education in Prison. Estimated cost: \$1,850.92. Funding source: Student Equity funds.
- 2) Ms. Jessica Dobson, Assistant Professor, English, to travel to Indianapolis, Indiana, November 7 through 11, 2018, to attend the 2018 National Conference on Higher Education in Prison. Estimated cost: \$1,275.92. Funding source: Student Equity funds.
- 3) Dr. Maria Gonzalez, Director, Student Financial Services, to travel to Atlanta, Georgia, November 26 through 30, 2018, to attend the Federal Student Aid Conference. Estimated cost: \$1,614.65. Funding source: Board Financial Assistance Program funds.
- 4) Mr. Charles Henkels, Apprenticeship Director, Strategic Development, to travel to Washington, D.C., October 23 through 26, 2018, to attend the National Advanced Technological Education Principal Investigators Conference. Estimated cost: \$2,040.18. Funding source: National Science Foundation Advanced Technical Education Norco College Apprenticeship Grant funds.
- 5) Dr. Janet Hill, Assistant Professor, Sociology, to travel to Indianapolis, Indiana, November 7 through 11, 2018, to attend the 2018 National Conference on Higher Education in Prison. Estimated cost: \$1,275.92. Funding source: Student Equity funds.
- 6) Dr. Lisa Nelson, Associate Professor, English, to travel to Indianapolis, Indiana, November 7 through 11, 2018, to attend the 2018 National Conference on Higher Education in Prison. Estimated cost: \$1,275.92. Funding source: Student Equity funds.
- 7) Dr. Bryan Reece, President, President's Office, to travel to Garden City, New York, October 21 through 24, 2018, to attend the Higher Education Research and Development Institute Fall 2018 Meeting. Estimated cost: \$1,112.78. Funding source: General funds.
- 8) Mr. James Reeves, Interim Program Director, Strategic Development, to travel to Washington, D.C., October 23 through 27, 2018, to attend the National Advanced Technological Education Principal Investigators Conference. Estimated cost: \$2,442.52. Funding source: National Center for Supply Chain Automation Grant funds.

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: October 16, 2018

- 9) Ms. Lorena Valencia, Financial Aid Officer, Student Financial Services, to travel to Atlanta, Georgia, November 26 through 30, 2018, to attend the Federal Student Aid Conference. Estimated cost: \$1,614.65. Funding source: Board Financial Assistance Program.

*Riverside City College*

- 1) Dr. Sandra Baker, Dean, School of Nursing, to travel to Atlanta, Georgia, January 28 through 30, 2019, to attend the Accreditation Commission for Education in Nursing – Evaluation Review Selection Panel for Associate (A) Panel. Estimated cost: \$1,096.80. Funding source: Accreditation Commission for Education in Nursing.
- 2) Dr. Sandra Baker, Dean, School of Nursing, to travel to Vancouver, Washington, February 4 through 8, 2019, to attend the Accreditation Commission for Education in Nursing – Team Chair Evaluation Visit. Estimated cost: \$1,468.80. Funding source: Accreditation Commission for Education in Nursing.
- 3) Mr. Emile Bradshaw, Tutorial Services Technician, Tutorial Services, to travel to Albuquerque, New Mexico, October 23 through 26, 2018, to attend the 51<sup>st</sup> Annual College Reading and Learning Association Conference. Estimated cost: \$1,433.26. Funding source: Basic Skills Grant funds.
- 4) Dr. Amber Casolari, Professor, Economics, to travel to St. Louis, Missouri, November 1 through 3, 2018, to attend the Diversity in the Economics Classroom and in the Discipline Conference. Estimated cost: \$953.51. Funding source: Student Equity funds.
- 5) Mr. Eric Doucette, Faculty, Business, to travel to Kansas City, Missouri, October 31 through November 3, 2018, to accompany nine (9) students to attend the Collegiate Entrepreneurs' Organization (CEO) National Conference and Pitch Competition. Estimated cost: \$4,550. Funding source: \$3,860 paid from ASRCC funds and \$690.00 paid by the instructor.
- 6) Dr. Dariush Haghghat, Professor, Political Science, to travel to Xian, Shaanxi, China, November 16 through 27, 2018, to accompany twelve (12) to the National Model United Nations-China. Estimated cost: \$38,180.88. Funding source: Model United Nations funds.
- 7) Ms. Elizabeth Hilton, Director, Student Financial Services, to travel to Atlanta, Georgia, November 26 through 30, 2018, to attend the 2018 Federal Student Aid Training Conference for Financial Aid Professionals. Estimated cost: \$1,849.34. Funding source: General funds.
- 8) Dr. Jeannie Kim-Han, Dean, Grants and Academic Resource Development, to travel to Washington, D.C., October 23 through 26, 2018, to attend the National Science Foundation Advanced Technological Education Conference. Estimated cost: \$2,264.29. Funding source: General funds.
- 9) Ms. Nicole Lynch, Lead Analyst, Student Financial Services, to travel to Atlanta, Georgia, November 26 through 30, 2018, to attend the 2018 Federal Student Aid Training Conference for Financial Aid

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S OFFICE

Subject: Out-of-State Travel

Date: October 16, 2018

Professionals. Estimated cost: \$1,737.33. Funding source: Board of Financial Assistance Program Grant funds.

10) Mr. Tomas Ocampo, Faculty, Political Science, Model United Nations, to travel to Xian, Shaanxi, China, November 16 through 27, 2018, to attend the National Model United Nations – China. Estimated cost: \$4,132.88. Funding source: Model United Nations funds.

11) Ms. Luz Valenzuela, Assistant Director, Student Financial Services, to travel to Atlanta, Georgia, November 26 through 30, 2018, to attend the 2018 Federal Student Aid Training Conference for Financial Aid Professionals. Estimated cost: \$1,667.45. Funding source: Board of Financial Assistance Program Grant funds.

*Riverside Community College District*

1) Ms. Julie Ann Padilla, Director, Procurement Assistance Center, to travel to Washington, D.C., November 10 through 14, 2018 to attend the Association of Procurement Technical Assistance Center 2018 Fall Training and Conference. Estimated cost: \$3,454.65. Funding source: Procurement Technical Assistance Program funds.

## Agenda Item (VI-B-8-a)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-a)
Subject	Amended Resolution No. 02-17/18 Declaring 1533 Spruce Street as Surplus and Authorize Offers to Public Entities and/or Public Bid
College/District	District
Funding	N/A
Recommended Action	It is recommended that the Board of Trustees approve amended Resolution No. 02-17/18 authorizing the Chancellor or designee to: 1) commence the process for offering 1533 Spruce Street to the entities listed in Education Code Section 81363.5 and Government Code Section 54222; 2) establish a minimum selling price based on the estimated fair market value; 3) establish the terms of sale; and 4) engage in negotiations as appropriate.

---

### Background Narrative:

In September 2017, the Board of Trustees passed resolution 02-17/18 declaring 1533 Spruce Street as surplus; declaring its intention to sell the property; authorizing the Chancellor or designee to commence the process for offering the property for sale to public entities as specified in Education Code section 81363.5 and Government Code section 54222 and to engage in negotiations as appropriate; and, if no public entities express an interest in the property, to commence the steps necessary to offer the property for sale to the general public.

It was subsequently determined that all of the required information to offer the property for sale to the general public was not included in the original resolution. The resolution must include the minimum sales price and terms of acceptance; delegation of duties to conduct the public bid if the Board decides not to conduct the process in a public meeting of the Board; and the date, place, and time for accepting proposals.

Attached for the Board's review and consideration is amended Resolution No. 02-17/18 containing all of the required elements.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services

### Attachments:

[10162018\\_Resolution No. 02-17/18 – Spruce Street Property](#)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**

**AMENDED RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE RIVERSIDE COMMUNITY COLLEGE DISTRICT  
DECLARING REAL PROPERTY SURPLUS**

(1533 Spruce Street Property in Riverside, California,  
Riverside County Assessor's Parcel Number 249-120-018)

**AMENDED RESOLUTION NO. 02-17/18**

**WHEREAS**, the Riverside Community College District (District) is the owner of approximately 1.18 acres of real property located within the District more particularly described as 1533 Spruce Street, Riverside CA 92507 (Spruce Street Property) for use as the District Offices and identified as Riverside County Assessor's Parcel Number 249-120-018); and

**WHEREAS**, since the purchase of the Spruce Street Property, District office operations have changed whereby the operations at Spruce Street have been consolidated with three other locations at the Culinary Arts Academy and District Office located at 3801 Market Street, Riverside; and

**WHEREAS**, the Spruce Street Property is not and will not be needed by the District for classroom or other operations; and

**WHEREAS**, the District desires to sell its interest in the Spruce Street Property; and

**WHEREAS**, prior to any sale, the Spruce Street Property must be offered to specified entities pursuant to Education Code, section 81363.5 and Government Code, section 54222; and

**WHEREAS**, once the appropriate time periods described in Education Code, section and Government Code, section 54222 have lapsed, and no other offers have been made on the Spruce Street Property by the entities described in said sections, the District desires to sell the Spruce Street Property pursuant to Education Code, section 81360; and

**WHEREAS**, the Board of Trustees at its October 17, 2018 meeting in closed session, gave direction to the Chancellor and designee concerning the minimum sales price and terms of sale; and following:

**NOW THEREFORE, BE IT RESOLVED**, that we, the Riverside Community College District Board of Trustees, hereby find, determine, declare and resolve as follows:

1. That all the recitals above are true and correct;
2. That the Board of Trustees hereby declares the Spruce Street Property as surplus because it is not now, nor will it be, needed by the District for classroom purposes;
3. That the Board hereby declares its intention to sell the Spruce Street Property “as is” at the minimum bid price of \$3.0 million based on its fair market value for cash with no financing terms or contingencies;
4. That the Chancellor, or designee, is hereby authorized and directed to conduct the public bid and to open bids at 3:00 p.m. on January 4, 2019 at 3801 Market Street, Riverside, CA 92501, send written offers to sell the Spruce Street Property, and to post and publish public offers as required by Education Code, section 81363.5 and Government Code, section 54222;
5. In the event public agencies listed in Education Code, section 81363.5 and Government Code, section 54222 express an interest in the Spruce Street Property, the Board of Trustees directs the Chancellor, or designee, to engage in good faith negotiations to attempt to arrive at a mutually satisfactory price and terms for the sale of the Spruce Street Property;
6. In the event no public agencies listed in Education Code, section 81363.5 and Government Code, section 54222 express an interest, or any entity that does express an interest is not able to come to mutually satisfactory price and terms with the District, the Board of Trustees authorizes the Chancellor, or designee, to commence the next steps of the public process for the sale of the Spruce Street Property under Education Code, section 81360 and following.

**PASSED AND ADOPTED** this 16th of October 2018, at the regular meeting of the Riverside Community College District Board of Trustees.

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President, Board of Trustee  
Riverside Community College District

## Agenda Item (VI-B-8-b)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-b)
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 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.

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### 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: Aaron Brown, Vice Chancellor, Business and Financial Services  
Melissa Elwood, Controller

### Attachments:

[10162018\\_Surplus Property List](#)



**SURPLUS EQUIPMENT**  
**October 16, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	FUJIAN SHUNXIN PARTICLEBOARD CO.	SHOWCASE CASE BASE	IE5BASE	NONE	NONE
1	GATEWAY	COMPUTER, DESKTOP	E-265M	0040456114	037237
1	LENOVO	COMPUTER, DESKTOP	7484WUT	MJPFE76	041930
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAD	048379
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKEND	048386
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENF	048382
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENM	048384
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAG	048390
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENL	048377
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAE	048378
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAA	048385
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENT	048381
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAB	048374
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKGZZ	048389
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAF	048371
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAM	048392
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENE	048388
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENR	048378
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAK	048372
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKGZY	048380
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAH	048369
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENK	048391
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENN	048375
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAC	048373
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENH	048383
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKHAL	048370
1	LENOVO	COMPUTER, DESKTOP	7783WCR	MJMKENP	048368
1	ACER	MONITOR, LCD	V193	ETLHW0D04800503F1F8521	NONE
1	DELL	MONITOR, LCD	E177FP	CN0FJ1816418067K06TC	NONE
1	GATEWAY	MONITOR, LCD	FPD1730	QS7330600113	021907
1	GATEWAY	MONITOR, LCD	FPD1730	QS7330401500	NONE
1	GATEWAY	MONITOR, LCD	FPD1730	TL819A427054197	024695
1	GATEWAY	MONITOR, LCD	FPD1730	MUL7007K0045218	026924
1	GATEWAY	MONITOR, LCD	TFT1980PS	MW868 B0H 00632	032925
1	GATEWAY	MONITOR, LCD	FPD1730	MUL7007K0046269	026922
1	GATEWAY	MONITOR, LCD	FPD1975W	MLR6C 50H 15216	033069
1	GATEWAY	MONITOR, LCD	700G	MRB58 50E 10262	031349
1	GATEWAY	MONITOR, LCD	FPD1940	MUL9002L0002034	026445
1	GATEWAY	MONITOR, LCD	700G	MRB58 50E 10272	031346
1	LENOVO	MONITOR, LCD	2448HB6	V6D9946	041869
1	LENOVO	MONITOR, LCD	2448HB6	V6D8997	041887
1	LENOVO	MONITOR, LCD	4434HE1	V1HH761	NONE
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600204	034446
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600199	034434
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600208	034437
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600096	034440
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600206	034442

**SURPLUS EQUIPMENT**  
**October 16, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600214	034447
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600213	034436
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600031	034448
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600207	034438
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071310290	034432
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600099	034445
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600195	034451
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600201	034435
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600205	034444
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600216	034441
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600198	034455
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600197	034439
1	VIEWSONIC	MONITOR, LCD	VS10772	PSB071600210	034450
1	HITACHI	PROJECTOR, TABLETOP, LCD, DIGITAL	CP-X3011N	F1BU03299	044599
1	3M	PROJECTOR, OVERHEAD	9000AJH	1055870	015623
1	HOBART	MEAT SLICER	1712E	561-066-571	A02039
1	VACMASTER	VACUUM PACKAGER	SVP10	7689	034488
1	STAR MFG	COOKING PRESS	GX14IG	GXG140410C0717	NONE
1	CAMPAK	GRINDER, COFFEE	354008	21493-16-US	NONE
1	TOSHIBA	PROJECTOR, DIGITAL, LCD, COMPACT, XGA	TLP-T60M	54639786	034222
1	STAPLES	SHREDDER	SPL-TXC102A	141347261	NONE
1	OFFICE MAX	SHREDDER	OM99912	NONE	NONE
1	STAPLES	SHREDDER	SPL-TXC12MA	111457389	NONE
1	DELL	MONITOR, LCD	AW2210T	CN01FX9D744450C2 182U	043242
3	STEELCASE	TABLE, MODULAR SECTIONS	FMEDS2448	NONE	NONE
4	STEELCASE	TABLE, MODULAR SECTIONS	FMBDS2460	NONE	NONE
1	STEELCASE	TABLE, MODULAR SECTIONS	FMBSS2448	NONE	NONE
1	APPLE	COMPUTER, DESKTOP, AIO	A1186	G881009SXYK	038226
1	LENOVO	COMPUTER, DESKTOP, AIO	7484W7J	MJ11478	039992
1	DELL	COMPUTER, DESKTOP	XPS 8500	NONE	051156
1	DELL	COMPUTER, DESKTOP	XPS 8700	NONE	051953
1	HP	PRINTER, LASER, MONO	CE462A	CNB9F10740	039927
1	HP	PRINTER, LASER, MONO	Q5927A	CNFC55304L	025452
1	HP	PRINTER, INKJET, COLOR	F5S23A	CN7AD2824P	NONE
1	LENOVO	MONITOR, LCD	1677W1J	MJKRDHY	048112
1	LENOVO	COMPUTER, LAPTOP	2342CTO	PB-31TVM	052225
1	LENOVO	COMPUTER, LAPTOP	7659CTO	L3 - LP509	039425
1	LENOVO	COMPUTER, LAPTOP	7659CTO	L3 - LP518	039417
1	LENOVO	COMPUTER, DESKTOP	6075CTO	LKMMRHD	038109
1	LENOVO	COMPUTER, DESKTOP	7783W1L	MJWXMY3	042396
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03742	042172
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03751	042173
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03748	042168

**SURPLUS EQUIPMENT**  
**October 16, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03745	042175
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJCB671	041058
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03750	042176
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03746	042169
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03738	042161
1	LENOVO	COMPUTER, DESKTOP	4157WLR	MJ03739	042154
1	LENOVO	COMPUTER, DESKTOP	9088CTO	LKMKMRW	037873
1	LENOVO	MONITOR, LCD	4422HB6	V6M5914	042081
1	LENOVO	COMPUTER, DESKTOP	7483CTO	L3A0988	038593
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVL8	042101
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVM1	042102
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVM8	042107
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVL1	042098
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVL7	042117
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVM6	042105
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVM4	042108
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVM2	042109
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVN3	042111
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVN0	042104
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVN9	042114
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVN4	042113
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVN1	042112
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVL5	042115
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVN5	042120
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVM3	042096
1	LENOVO	COMPUTER, LAPTOP	2081CTO	R8 - PNVN7	042097
1	APPLE	COMPUTER, LAPTOP	A1212	W872010QW0M	034219
1	HP	COMPUTER, LAPTOP	VM262UA	CNF033CV1D	043565
1	HP	COMPUTER, LAPTOP	VM262UA	CNF033CV1G	043547
1	HP	COMPUTER, LAPTOP	VM262UA	CNF0321XPH	043502
1	N/A	EXAMINATION BED	N/A	NONE	023623
1	BURLE	MONITOR, CRT, SECURITY	TC215	10236535	NONE
1	BURLE	MONITOR, CRT, SECURITY	CVM14HR	98122479	013905
1	DEMCO	GRINDER, ALLOY	E-96	16143	NONE
1	DICTAPHONE	DICTAPHONE	2710	NONE	NONE
1	SONY	DICTATOR/TRANSCRIBER	BI-85	31162	009014
1	SONY	DICTATOR/TRANSCRIBER	BI-85	20896	007813
1	SONY	DICTATOR/TRANSCRIBER	BI-85	20897	007809
1	OLYMPUS	TRANSCRIBER, MICROCASSETTE	T1010	175305	NONE
1	SONY	DICTATOR/TRANSCRIBER	BI-85	38369	NONE
1	BOBBITT LABORATORIES, INC	CARDIAC DISPLAY UNIT	CDU358	NONE	012470
1	HP	COMPUTER, LAPTOP	VM262UA	CNF0321XJP	043604
1	HP	COMPUTER, LAPTOP	VM262UA	CNF0321CTSD	042907
1	CMP INDUSTRIES	SANDBLASTING CABINET	TICONIUM 3160- A1	NONE	NONE
1	HP	PRINTER, LASER, COLOR	C7097A	JPMB021660	NONE
1	CANON	PRINTER, LASER, MFP, COLOR	IMAGECLASS MF8170C	UZL13056	034625

**SURPLUS EQUIPMENT**  
**October 16, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	ACER	MONITOR, LCD	V193W	ETLBP0C03682811C C94003	NONE
1	HP	PRINTER, LASER, COLOR	Q7822A	CNGC6DC0SV	033072
1	LG	MONITOR, LCD	L196WTG	712NDTC9A569	037486
1	CANON	COPIER/PRINTER, LASER, MFP, COLOR	NP6230	ZJB41030	020657
1	EPSON	PRINTER, INKJET, WIDE-FORMAT, COLOR	K162A	KJFE005002	NONE
1	HP	PRINTER, INKJET, WIDE-FORMAT, COLOR	CH955A	MY12O4900Z05J3	041638
1	SAMSUNG	OVEN, MICROWAVE	N/A	NONE	NONE
1	FAN-AIR CIRCULATOR	FAN, PEDESTAL	IAC-24MO	108	NONE
1	CHICAGO POWER TOOLS	GRINDER, BENCH	9650	8-4Q26	002890
1	WMC	SEWING MACHINE TRANSMITTER	CS-4004-6	882842	NONE
1	ZENITH	TELEVISION, CRT	A25A02D	821-56100031	NONE
1	PANASONIC	VCR, VHS	PV-V4020	B0SA10278	NONE
1	PANASONIC	DVD PLAYER	DVD-RV27	VB2GA002098	NONE
1	TECHNICAL CHEMICAL CO.	FREON REFRIGERANT RECOVERY SYSTEM	SERCON 1000	TC2001212	004071
1	TECHNICAL CHEMICAL CO.	FREON REFRIGERANT RECOVERY SYSTEM	SERCON 1000	TC2001222	004070
1	BUHL	PROJECTOR, OVERHEAD	90	C39976	NONE
1	BUHL	PROJECTOR, OVERHEAD	90	C39977	NONE
1	BUHL	PROJECTOR, OVERHEAD	90	C52805	NONE
1	SPECTROLINE	LAMP	BIB-150P	1365584	NONE
1	FAST VAC	VACUUM, PORTABLE	YQH48S17D1185 AP	11076	NONE
1	IMPERIAL VACUUM	VACUUM ANALYZER	A-14	NONE	NONE
1	IMPERIAL VACUUM	VACUUM ANALYZER	A-2	NONE	NONE
1	INFICON	D-TEK REFRIGERANT LEAK DETECTOR	712-202-G1	NONE	NONE
1	TIF	HALOGEN LEAK DETECTOR	5550	NONE	NONE
1	TIF	TACHOMETER, PHOTOELECTRIC	TIF770	NONE	NONE
1	TIF	VOLUME-AIRE AIR BALANCER	N/A	61730	NONE
1	NATIONAL REFRIGERATION PRODUCTS	REFRIGERANT RECOVERY UNIT, PORTABLE	FF1	R99K194Z	NONE
1	NATIONAL REFRIGERATION PRODUCTS	REFRIGERANT RECOVERY UNIT, PORTABLE	FF1	R99KZ070	NONE
1	RRTI	REFRIGERANT RECOVERY UNIT, PORTABLE	RRU30	NONE	NONE

**SURPLUS EQUIPMENT**  
**October 16, 2018**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	RRTI	REFRIGERANT RECOVERY UNIT, PORTABLE	RRU30	NONE	NONE
1	AMPROBE	REFRIGERANT RECOVERY UNIT, PORTABLE	PROMAX RG5000	0032792	NONE
1	AMPROBE	REFRIGERANT RECOVERY UNIT, PORTABLE	PROMAX RG5000	NONE	NONE
1	IGLOO	REFRIGERATOR	FR326MD	A1604166050000590	NONE
1	BROTHER	PRINTER, LASER, MONO	HL-2140	U61944G8J712908	NONE
1	JVC	MONITOR, CRT	TM-A13SU	17506013	NONE
1	SHARP	TELEVISION, CRT	XM-2710	612789	NONE
1	HP	FAX MACHINE	Q5621A	CN51RGH18S	026706
1	NCS PEARSON SCANTRON	SCANNER, OPTICAL MARK READER	OPSCAN 8	1800672	018985
1	GBC/SWINGLINE	PAPER PUNCH, ELECTRIC	3230	RH35299H	NONE
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	832J5R1	A02788
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	D86J5R1	A02765
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	443J5R1	A02768
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	1H6J5R1	A02739
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	GW1J5R1	A02767
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	490J5R1	A02764
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	C81J5R1	A02769
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	B71J5R1	A02745
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	730J5R1	A02737
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5J1J5R1	A02743
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	9H1J5R1	A02716
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	9H2J5R1	A02790
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	BGZH5R1	A02709
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	2H2J5R1	A02760
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	NONE	A02757
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	8N1J5R1	A02713
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	JPZH5R1	A02698

**SURPLUS EQUIPMENT**  
**October 16, 2018**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	192J5R1	A02683
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	4FZH5R1	A02705
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	D20J5R1	A02700
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	J91J5R1	A02686
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	9X1J5R1	A02714
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	6LQ5CS1	048191
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	DMZH5R1	A02667
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	3XZH5R1	A02703
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	242J5R1	047006
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	723J5R1	A02691
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	2B6J5R1	A02706
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	6MZH5R1	A02782
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	JH2J5R1	A02690
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	DP1J5R1	A02786
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	C91J5R1	A02691
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	FZ7H5R1	A02685
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5W1J5R1	A02708
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	4HZH5R1	A02687
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	1QZH5R1	A02692
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	371J5R1	A02701
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	9MZH5R1	A02783
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	47FB5R1	A02719
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	DFZH5R1	A02697
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	BHZH5R1	A02758
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	3G1J5R1	A02694

**SURPLUS EQUIPMENT**  
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<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	6P2J5R1	A02750
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5WOJ5R1	A02734
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5P2J5R1	A02733
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	9V1J5R1	A02736
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	J74J5R1	A02730
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5V3J5R1	A02793
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	412J5R1	A02725
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	D1CJ5R1	A02735
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	HV0J5R1	A02718
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	H81J5R1	A02791
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	596J5R1	A02738
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	823J5R1	A02732
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	D72J5R1	A02763
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5G3J5R1	A02754
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	F8ZH5R1	A02766
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	322J5R1	A02786
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	JG2J5R1	A02787
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	99ZH5R1	A02751
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	HG1J5R1	A02684
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	C21J5R1	A02710
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	4NZH5R1	A02699
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	GM1J5R1	A02774
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	B72J5R1	A02752
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	872J5R1	A02747
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	822J5R1	A02741

**SURPLUS EQUIPMENT**  
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1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	FH2J5R1	A02785
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	S23J5R1	A02792
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	F71J5R1	A02727
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	J71J5R1	A02756
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	DV1J5R1	A02724
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	GDZH5R1	A02728
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	2PCJ5R1	A02740
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	4K1J5R1	A02717
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	H7ZH5R1	A02784
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	CGZH5R1	A02777
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	310J5R1	A02780
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	FN2J5R1	A02795
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	2DLJ5R1	A02762
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	D31J5R1	A02759
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	F5ZH5R1	A02682
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	GX1J5R1	A02776
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	910J5R1	A02731
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	630J5R1	A02748
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5W5J5R1	A02761
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	8V1J5R1	A02721
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	GWZH5R1	A02723
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	CK3J5R1	A02702
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	3R7J5R1	A02746
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	9WZH5R1	A02681
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	BJ3J5R1	A02744



**SURPLUS EQUIPMENT**  
**October 16, 2018**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	581J5R1	A02773
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	JTZH5R1	A03778
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	JT1J5R1	A02755
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	D08J5R1	A02775
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	HM2J5R1	A02715
1	DELL	COMPUTER, LAPTOP	LATITUDE E6420	FV3J5R1	A02779
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	2HRV9S1	047981
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	332J5R1	A02722
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	4N2J5R1	A02770
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5TZH5R1	A02729
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	3N2J5R1	A02753
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	6P1J5R1	A02742
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	6V1J5R1	A02794
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	98ZH5R1	A02700
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	GHZH5R1	A02686
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	6G1J5R1	A02695
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5MZH5R1	A02712
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	5J2J5R1	A02704
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	7HQCLJ1	038395
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	5HQCLJ1	038405
1	DELL	COMPUTER, LAPTOP	LATITUDE D630	3JQCLJ1	038399
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	9RC2VR1	047303
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	GGHN7V1	050045
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	G5KWTR1	047227
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	10F68Y1	051579
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	9RC1VR1	047325
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	9RB1VR1	047381
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	5GTTTR1	047148
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	9RF4VR1	047368
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	9RN4VR1	047317
1	GATEWAY	MONITOR, LCD	FPD1765	MG46570P03147	034955
1	GATEWAY	MONITOR, LCD	TFT1780PS	MW672B0N01544	033703

**SURPLUS EQUIPMENT**  
**October 16, 2018**

QTY.	BRAND	DESCRIPTION	MODEL #	SERIAL #	ASSET TAG #
1	DELL	MONITOR, LCD	AX510	CN0M39MD7444521B 809L	047990
1	VIEWSONIC	MONITOR, LCD	VS11349	QD0064805577	033733
1	APPLE	COMPUTER, LAPTOP	A1025	QT30401MN4L	020172
1	APPLE	COMPUTER, DESKTOP, AIO	M8570	XB239049LKC	019765
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	7HG6FN1	041478
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 780	3685BP1	043196
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	G5DWTR1	047175
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	9RG3VR1	047369
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	G5PZTR1	047230
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	9RFZVR1	047380
1	LENOVO	COMPUTER, DESKTOP	7484CTO	L3A1907	040304
1	LENOVO	COMPUTER, DESKTOP	7484CTO	L3A1918	040305
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KV5	064006
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ002VWE	052213
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVT	064852
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ003BNM	062357
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVZ	064028
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVK	064008
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVJ	064846
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVI	064030
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVV	064035
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVP	064230
1	DELL	MONITOR, LCD	AX510	CN09TVYF72872186J D8I	047255
1	DELL	MONITOR, LCD	P190S	CN09TVYF7287218D L5NI	047270
1	DELL	MONITOR, LCD	1708FPT	CN0C182J74445983B 6LL	041349
1	LENOVO	MONITOR, LCD	4431HE1	V1B7913	040295
1	DELL	COMPUTER, LAPTOP	LATITUDE 2120	4HWL0Q1	044609
1	CANON	COPIER/FAX, LASER, MONO	H12228	KAG61854	033625
1	DELL	MONITOR, LCD	P190S	CN0RNMH6744450B QCAXL	043149
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KW3	064840
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ003BMW	064848
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ002VYJ	052217
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KV4	064835
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KW6	064032
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KWK	064005
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ003BNG	065030
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ0038P7	064830
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVN	064232
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ002VV7	048865
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ003BNZ	064831
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ002VXR	049041
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KWW	064034
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ003BPG	064240
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KW4	064003

**SURPLUS EQUIPMENT**  
**October 16, 2018**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVV	064012
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KVE	064850
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KW0	064037
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HQ0ADDHJT	048423
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN17SDHJT	048363
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN147DHJT	048350
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GH0EVDPNK	044902
1	APPLE	COMPUTER, DESKTOP, AIO	A1418	D25MN1RSF8G3	049362
1	APPLE	COMPUTER, DESKTOP, AIO	A1225	QP8130CJZCT	037443
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	368TBP1	043200
1	DELL	COMPUTER, DESKTOP	PRECISION T1500	366SBP1	043204
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 760	FSKGTJ1	040315
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 760	8V8MTJ1	040313
1	DELL	COMPUTER, DESKTOP	OPTIPLEX 790	1KW2NS1	048232
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ002VWT	048878
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ004KUL	049134
1	LENOVO	COMPUTER, DESKTOP	30A0S0CTO	MJ003BP5	064601
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	1XF8CS1	048194
1	DELL	COMPUTER, LAPTOP	LATITUDE E6520	4WZH5R1	A02671
1	LENOVO	MONITOR, LCD	60A1MAR2US	VN224587	060526
1	GATEWAY	MONITOR, LCD	TFT1980PS	MWE76B0N02919	036493
1	DELL	MONITOR, LCD	P190S	CN09TVYF72872226	048223
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0WJDHJT	048344
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HNOVYDHJT	048347
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0VZDHJT	048360
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0WNDHJT	048355
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0WKDHJT	048345
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0LADHJT	048349
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25N0WMDHJT	048362
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN13ADHJT	048343
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25FV1UFDHJT	043839

**SURPLUS EQUIPMENT**  
**October 16, 2018**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN17VDHJT	048352
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25N0WHDHJT	048358
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	S25HN181DHJT	048356
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0WCDHJT	048354
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0VNDHJT	048364
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN17YDHJT	048346
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25FV1WEDHJT	043845
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25FV1UBDHJT	043846
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0VEDHJT	048351
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25FV1UB8DHJT	043838
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HQ0YBDHJT	048421
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0W4DHJT	048361
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0VGDHJT	048353
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0VQDHJT	048342
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25FR10ZDHJT	044637
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0W6DHJT	048357
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0W5DHJT	048348
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25FR110DHJT	044369
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25FR10VDHJT	044642
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0VMDHJT	048365
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25HN0WEDHJT	048366
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG0A2DPNK	047079
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG03NDPNK	047083
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG07KDPNK	047095
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG023DPNK	047027

**SURPLUS EQUIPMENT**  
**October 16, 2018**

<b>QTY.</b>	<b>BRAND</b>	<b>DESCRIPTION</b>	<b>MODEL #</b>	<b>SERIAL #</b>	<b>ASSET TAG #</b>
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG0BEDPNK	047029
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG047DPNK	047101
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG04MDPNK	047104
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG04PDPNK	044787
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG01MDPNK	044788
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG0BGDPNK	047026
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG056DPNK	047102
1	APPLE	COMPUTER, DESKTOP, AIO	A1311	D25GG037DPNK	047030

## Agenda Item (VI-B-8-c)

Meeting	10/16/2018 - Regular
Agenda Item	Consent Agenda Action (VI-B-8-c)
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, and 2) approve the execution of the Notices of Completion (under Civil Code Section 3093 – Public Works).

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### Background Narrative:

Facilities Planning & Development staff reports that the projects listed on the attachment are now complete.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Mehran Mohtasham, Director, Facilities (RCC)  
Javier Sierra, Interim Director, Facilities (NC)  
Majd Askar, Director of Business Services  
Bart Doering, Facilities Development Director

### Attachments:

[10162018\\_Notices of Completion](#)

## COMPLETED PROJECTS

October 16, 2018

### Project

Painting of Art Building Classrooms at Riverside City College  
Marquee Sign at Norco College  
Pathway Lighting Upgrades at Riverside City College  
Noble Parking Lot Construction at Riverside City College

### Contractor

Tony Painting  
Torga Electric  
J. Kim Electric, Inc.  
Roadway Engineering & Contracting, Inc.

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

Name **Aaron S. Brown**  
Business and Financial Services  
Street Address **3801 Market Street**  
City & State **Riverside, CA 92501**

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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 3801 Market Street, Riverside, CA 92501
- 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 10/16/2018. The work done was:  
Painting of Art Building Classrooms at Riverside City College
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Tony Painting  
(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, Riverside, CA 92506  
(If no street address has been officially assigned, insert "none")

Dated: 10/16/2018

**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, Business & Financial Services, Aaron S. Brown 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 October 17, 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 **Aaron S. Brown**  
 Business and Financial Services  
 Street Address **3801 Market Street**  
 City & State **Riverside, CA 92501**

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### 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 3801 Market Street, Riverside, CA 92501
- 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 10/16/2018. The work done was:  
Marquee Sign DSA #04-116787
- The name of the contractor, if any, for such work of improvement was Torga 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 Norco, County of Riverside, State of California, and is described as follows: Community College
- The street address of said property is 2001 Third Street, Norco, CA 92860  
(If no street address has been officially assigned, insert "none")

Dated: 10/16/2018

**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, Business & Financial Services, Aaron S. Brown 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 October 17, 20 18, 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 **Aaron S. Brown**  
 Business and Financial Services  
 Street Address **3801 Market Street**  
 City & State **Riverside, CA 92501**

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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 3801 Market Street, Riverside, CA 92501
- 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 10/16/2018. The work done was:  
Pathway Lighting Upgrades
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
J. Kim 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, Riverside, CA 92506  
(If no street address has been officially assigned, insert "none")

Dated: 10/16/2018

Riverside Community College District  
 President, Board of Trustees

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

### VERIFICATION

I, the undersigned, say: I am the Vice Chancellor, Business & Financial Services, Aaron S. Brown 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 October 17, 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 **Aaron S. Brown**  
 Business and Financial Services  
 Street Address **3801 Market Street**  
 City & State **Riverside, CA 92501**

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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 3801 Market Street, Riverside, CA 92501
- 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 10/16/2018. The work done was:  
Noble Parking Lot Construction at Riverside City College
- The name of the contractor, if any, for such work of improvement was \_\_\_\_\_  
Roadway Engineering and Contracting, 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 3801 Market Street, Riverside, CA 92501  
(If no street address has been officially assigned, insert "none")

Dated: 10/16/2018

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, Business & Financial Services, Aaron S. Brown 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 October 17, 20 18, 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 (VII-A)

Meeting 10/16/2018 - Regular  
Agenda Item Consent Agenda Information (VII-A)  
Subject Capital Program Executive Summary Report –September 2018  
College/District District  
Information Only

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## Background Narrative:

See the attached monthly Capital Program Executive Report (CPES) as of September 30, 2018. The CPES report reflects Measure C proceeds, income, project commitments, and available balances.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Majd Askar, Director of Business Services

## Attachments:

[10162018\\_CPES Report – September 2018](#)

**Riverside Community College District**  
**Measure C - Capital Program Executive Summary Report**  
**As of September 30, 2018**

	Moreno Valley College	Norco College	Riverside City College	District	Centrally Controlled			
					Approved Projects	Program Reserve	Program Contingency	Total
<b>Original Measure C Allocation Split</b>	\$ 69,200,000	\$ 66,300,000	\$ 173,100,000	\$ 19,200,000	\$ 19,300,000	\$ 24,000,000	\$ 10,000,000	\$ 381,100,000
Redistribution of Specific Donations/Rebates	\$ (1,086,934)	\$ (975,883)	\$ 3,293,229	\$ (326,040)	\$ -	\$ (642,104)	\$ (262,268)	\$ 1
Income Distribution Through June 30, 2017	\$ 521,247	\$ 1,126,959	\$ 2,097,765	\$ 133,834	\$ -	\$ 263,789	\$ 107,745	\$ 4,251,338
Additional Allocation from Centrally Controlled	\$ 1,655,460	\$ 3,182,687	\$ 14,256,756	\$ 5,624,050	\$ (18,349)	\$ (19,510,166)	\$ (5,190,438)	\$ -
<b>Total Measure C Allocation</b>	<b>\$ 70,289,773</b>	<b>\$ 69,633,763</b>	<b>\$ 192,747,750</b>	<b>\$ 24,631,844</b>	<b>\$ 19,281,651</b>	<b>\$ 4,111,519</b>	<b>\$ 4,655,039</b>	<b>\$ 385,351,339</b>
Project Commitments	\$ (58,161,557)	\$ (72,124,688)	\$ (188,756,291)	\$ (21,910,351)	\$ (18,633,211)	\$ -	\$ -	\$ (359,586,098)
<b>Remaining Uncommitted Funds</b>	<b>\$ 12,128,216</b>	<b>\$ (2,490,925)</b>	<b>\$ 3,991,459</b>	<b>\$ 2,721,493</b>	<b>\$ 648,440</b>	<b>\$ 4,111,519</b>	<b>\$ 4,655,039</b>	<b>\$ 25,765,241</b>

**Riverside Community College District**  
**Measure C - Capital Program Executive Summary Report**  
**As of September 30, 2018**

<b>MORENO VALLEY COLLEGE</b>					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 69,200,000
<b>Redistribution of College Specific Donations/Rebates Included in Original Allocation</b>				\$ (1,086,934)	\$ 68,113,066
<b>Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017</b>				\$ 521,247	\$ 68,634,313
<b>APPROVED PROJECTS</b>					
<i>Certificates of Participation (93 &amp; 01 Refunding)</i>	\$ 2,635,830	\$ 2,635,830	\$ -	\$ -	\$ 65,998,483
<i>CO Bond Issuance Related Expenditures</i>	\$ 1,026,409	\$ 1,026,409	\$ -	\$ -	\$ 64,972,074
District Phone & VM upgrade	\$ 73,639	\$ 73,639	\$ -	\$ -	\$ 64,898,435
ECS Secondary Effects	\$ 286,227	\$ 286,227	\$ -	\$ -	\$ 64,612,208
Emergency Phone Project	\$ 88,318	\$ 88,318	\$ -	\$ -	\$ 64,523,890
Long Range Master Plans	\$ 289,985	\$ 289,985	\$ -	\$ -	\$ 64,233,905
Hot Water Loop System & Boiler Replacement	\$ 869,848	\$ 869,848	\$ -	\$ -	\$ 63,364,057
Logic Domain- CMP System	\$ 45,022	\$ 45,022	\$ -	\$ -	\$ 63,319,035
Infrastructure Projects (IT Upgrade)	\$ 102,211	\$ 102,211	\$ -	\$ -	\$ 63,216,824
Utility Retrofit Project (NORESCO)	\$ 1,388,503	\$ 1,388,503	\$ -	\$ -	\$ 61,828,321
Modular Redistribution Projects	\$ 3,945,332	\$ 3,939,832	\$ -	\$ -	\$ 57,888,489
Scheduled Maintenance Match (Historical)	\$ 351,322	\$ 351,322	\$ 635,669	\$ -	\$ 57,537,167
ECS Bldg. Upgrade	\$ 252,296	\$ 252,296	\$ -	\$ -	\$ 57,284,871
District Computer/Network System Upgrade	\$ 211,433	\$ 211,433	\$ -	\$ -	\$ 57,073,438
Safety & Site Improvement Project	\$ 919,827	\$ 719,827	\$ 200,000	\$ -	\$ 56,353,611
Food Services Remodel (& Int facilities)	\$ 2,654,335	\$ 2,649,606	\$ 28,000	\$ -	\$ 53,704,005
Network Operations Center	\$ 3,524,082	\$ 2,896,858	\$ -	\$ -	\$ 50,807,147
Learning Gateway Building & Lions Lot	\$ 5,269,307	\$ 4,984,261	\$ -	\$ -	\$ 45,822,886
Student Academic Services-Phase III	\$ 21,080,265	\$ 5,917,791	\$ 14,036,000	\$ -	\$ 39,905,095
Science Lab Remodel (Phase I&II)	\$ 500,000	\$ 302,804	\$ -	\$ -	\$ 39,602,291
<i>Feasibility/Planning/Mngmnt/Staffing</i>	\$ 1,716,212	\$ 1,716,212	\$ -	\$ -	\$ 37,886,079
Scheduled Maintenance (2010+) (\$640Kx5 years)	\$ 1,080,320	\$ 603,460	\$ 72,430	\$ -	\$ 37,282,619
Nursing Portables	\$ 705,338	\$ 705,338	\$ -	\$ 705,338	\$ 37,282,619
A/V & Lighting Hum 129 & SS 101	\$ 200,000	\$ 134,457	\$ -	\$ -	\$ 37,148,162
MVC Master Plan Update	\$ 504,500	\$ 504,500	\$ -	\$ 186,000	\$ 36,829,662
Electronic Contract Document Storage	\$ 10,550	\$ 10,550	\$ -	\$ -	\$ 36,819,112
Dental Education Center	\$ 10,700,181	\$ 9,873,530	\$ -	\$ 373,349	\$ 27,318,931
Adm Move to Humanities	\$ 25,990	\$ 25,990	\$ -	\$ -	\$ 27,292,941
Mechanical Upgrade Projects	\$ 875,000	\$ 660,245	\$ -	\$ -	\$ 26,632,696
2013 FPP/IPP	\$ -	\$ -	\$ -	\$ -	\$ 26,632,696
Emergency Phone Repairs	\$ 450,000	\$ 341,582	\$ -	\$ 341,582	\$ 26,632,696
Physician Asst Lab Remodel	\$ 120,000	\$ 49,191	\$ -	\$ 49,191	\$ 26,632,696
MVC Student Services Welcome Center	\$ 14,000,000	\$ 14,000,000	\$ -	\$ -	\$ 12,632,696
Health Science Center - MVC	\$ 164,971	\$ 164,971	\$ -	\$ -	\$ 12,467,725
BCTC Center	\$ 84,500	\$ 84,500	\$ -	\$ -	\$ 12,383,225
Center for Human Performance	\$ 112,009	\$ 112,009	\$ 30,350,000	\$ -	\$ 12,271,216
Library Learning Center	\$ 143,000	\$ 143,000	\$ 27,578,000	\$ -	\$ 12,128,216
<b>Remaining Measure C Funds</b>					<b>\$ 12,128,216</b>
	<b>\$ 76,406,762</b>	<b>\$ 58,161,557</b>	<b>\$ 72,900,099</b>	<b>\$ 1,089,773</b>	
<b>5 YEAR CCP</b>					
BCTC Center	\$ 10,999,000	\$ 10,999,000	\$ -		

**Measure C Summary**

Original Measure C Allocation	\$ 69,200,000
Additional Measure C Allocation	\$ 1,089,773
<b>Total Measure C Allocation</b>	<b>\$ 70,289,773</b>

**Riverside Community College District**  
**Measure C - Capital Program Executive Summary Report**  
**As of September 30, 2018**

<b>NORCO COLLEGE</b>					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 66,300,000
From Centrally Controlled - Program Contingency				\$ 500,000	\$ 66,800,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation				\$ (975,883)	\$ 65,824,117
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017				\$ 1,126,959	\$ 66,951,076
<b>APPROVED PROJECTS</b>					
Certificates of Participation (93 & 01 Refunding)	\$ 2,535,893	\$ 2,535,893	\$ -	\$ -	\$ 64,415,183
CO Bond Issuance Related Expenditures	\$ 987,493	\$ 987,493	\$ -	\$ -	\$ 63,427,690
District Phone & Voicemail Upgrades	\$ 70,847	\$ 70,847	\$ -	\$ -	\$ 63,356,843
Room Renovations	\$ 100,019	\$ 100,019	\$ -	\$ -	\$ 63,256,824
Emergency Phone Project	\$ 102,773	\$ 102,773	\$ -	\$ -	\$ 63,154,051
Long Range Master Plans	\$ 362,670	\$ 362,670	\$ -	\$ -	\$ 62,791,381
Logic Domain- CPM System	\$ 43,315	\$ 43,315	\$ -	\$ -	\$ 62,748,066
Infrastructure Project (IT Upgrade)	\$ 98,336	\$ 98,336	\$ -	\$ -	\$ 62,649,730
Utility Retrofit Project (NORESCO)	\$ 1,587,401	\$ 1,587,401	\$ -	\$ -	\$ 61,062,329
Modular Redistribution Project	\$ 2,109,572	\$ 2,109,572	\$ -	\$ -	\$ 58,952,757
Scheduled Maintenance Match (Historic)	\$ 180,850	\$ 180,850	\$ 362,942	\$ -	\$ 58,771,907
ECS Building Upgrade	\$ 137,265	\$ 137,265	\$ -	\$ -	\$ 58,634,642
Industrial Technology Facility-PhaseII	\$ 28,800,284	\$ 9,715,350	\$ 18,990,000	\$ -	\$ 48,919,292
District Computer Network/Systems Upgrade	\$ 203,417	\$ 203,417	\$ -	\$ -	\$ 48,715,875
Soccer Field Turf/Locker Rooms	\$ 3,904,973	\$ 3,879,314	\$ -	\$ -	\$ 44,836,561
Site & Safety Improvements-3rd St	\$ 967,442	\$ 967,442	\$ -	\$ -	\$ 43,869,119
Center for Student Success	\$ 15,635,918	\$ 15,633,873	\$ -	\$ -	\$ 28,235,246
Norco Operations Center (PBX/M&O)	\$ 11,775,000	\$ 11,277,010	\$ -	\$ -	\$ 16,958,236
Secondary Effects project (SSC & ITB)	\$ 16,044,292	\$ 16,028,180	\$ -	\$ 35,288	\$ 965,344
Groundwater Mont Wells Disposition	\$ 517,660	\$ 211,149	\$ 16,696	\$ 211,149	\$ 965,344
Feasibility/Planning/Mngmnt/Staffing	\$ 1,651,142	\$ 1,651,142	\$ -	\$ -	\$ (685,798)
Scheduled Maintenance (2010+) \$640Kx5 yrs	\$ 580,580	\$ 580,580	\$ 72,430	\$ -	\$ (1,266,378)
Master Plan Update	\$ 178,300	\$ 178,300	\$ -	\$ -	\$ (1,444,678)
Electronic Document Storage	\$ 10,150	\$ 10,150	\$ -	\$ -	\$ (1,454,828)
Central Plant Boiler Replacement	\$ 161,847	\$ 161,847	\$ -	\$ -	\$ (1,616,675)
2013 IPP/FPP	\$ -	\$ -	\$ -	\$ -	\$ (1,616,675)
Self Generating Inc. Program (Fuel Cell)	\$ 3,110,000	\$ 3,110,000	\$ -	\$ 2,436,250	\$ (2,290,425)
Center for Human Perf & Kinesiology	\$ 86,500	\$ 86,500	\$ 33,869,000	\$ -	\$ (2,376,925)
Multimedia & Arts Center (MAC)	\$ 114,000	\$ 114,000	\$ -	\$ -	\$ (2,490,925)
<b>Remaining Measure C Funds</b>					<b>\$ (2,490,925)</b>
	<b>\$ 92,057,939</b>	<b>\$ 72,124,688</b>	<b>\$ 53,311,068</b>	<b>\$ 3,333,763</b>	
<b>5 YEAR CCP</b>					
Multimedia & Arts Center (MAC)	\$ 69,457,000	\$ 1,629,000	\$ 67,828,000		
Secondary Effects of MAC	\$ 200,000	\$ 200,000	\$ -		

**Measure C Summary**

Original Measure C Allocation	\$ 66,300,000
Additional Measure C Allocation	\$ 3,333,763
<b>Total Measure C Allocation</b>	<b><u>\$ 69,633,763</u></b>

**Riverside Community College District**  
**Measure C - Capital Program Executive Summary Report**  
**As of September 30, 2018**

<b>RIVERSIDE CITY COLLEGE</b>					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 173,100,000
<b>Redistribution of College Specific Donations/Rebates Included in Original Allocation</b>				\$ 3,293,229	\$ 176,393,229
<b>Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017</b>				\$ 2,097,765	\$ 178,490,994
<b>APPROVED PROJECTS</b>					
<i>Certificates of Participation (93 &amp; 01 Refunding)</i>	\$ 6,583,329	\$ 6,583,329	\$ -	\$ -	\$ 171,907,665
<i>CO Bond Issuance Related Expenditures</i>	\$ 2,563,591	\$ 2,563,591	\$ -	\$ -	\$ 169,344,074
Bridge Space	\$ 1,175,132	\$ 1,175,132	\$ -	\$ -	\$ 168,168,942
District Phone and Voicemail Upgrades	\$ 183,923	\$ 183,923	\$ -	\$ -	\$ 167,985,019
MLK Renovation	\$ 8,010,091	\$ 1,010,614	\$ 6,999,477	\$ -	\$ 166,974,405
Swing Space (Lovekin)	\$ 4,273,734	\$ 4,273,734	\$ -	\$ -	\$ 162,700,671
Wheelock Field (Phase I)	\$ 4,516,435	\$ 4,516,435	\$ -	\$ -	\$ 158,184,236
Parking Structure (Phase II)	\$ 20,940,662	\$ 20,940,662	\$ -	\$ -	\$ 137,243,574
Emergency Phones	\$ 178,626	\$ 178,626	\$ -	\$ -	\$ 137,064,948
PBX Building	\$ 428,119	\$ 428,119	\$ -	\$ -	\$ 136,636,829
Long Range Plans	\$ 786,422	\$ 786,422	\$ -	\$ -	\$ 135,850,407
Logic Domain/PM system	\$ 112,449	\$ 112,449	\$ -	\$ -	\$ 135,737,958
Infrastructure (IT Upgrade)	\$ 255,286	\$ 255,286	\$ -	\$ -	\$ 135,482,672
Utility Retrofit (NORESCO)	\$ 3,205,284	\$ 3,205,284	\$ -	\$ -	\$ 132,277,388
Stokoe ILC (Phases I & II)	\$ 9,844,137	\$ 7,399,505	\$ 2,444,632	\$ -	\$ 124,877,883
Modular Redistribution	\$ 2,376,458	\$ 2,376,458	\$ -	\$ -	\$ 122,501,425
Scheduled Maintenance Match (Past)	\$ 2,387,444	\$ 870,873	\$ 1,516,571	\$ -	\$ 121,630,552
Quad Modernization	\$ 21,725,807	\$ 9,171,807	\$ 12,554,000	\$ -	\$ 112,458,745
Bradshaw Bldg Electrical (Emergency)	\$ 366,353	\$ 366,353	\$ -	\$ -	\$ 112,092,392
District Computer Network System Upgrades	\$ 528,081	\$ 528,081	\$ -	\$ -	\$ 111,564,311
Wheelock Gym, Seismic Retrofit	\$ 190,631	\$ 190,631	\$ -	\$ -	\$ 111,373,680
Food Services Remodel & Interim Facilities	\$ 1,015,705	\$ 987,705	\$ -	\$ -	\$ 110,385,975
Nursing, Science & Math Complex	\$ 63,712,000	\$ 16,347,203	\$ 45,439,400	\$ 467,028	\$ 94,505,800
Riverside Aquatics Complex	\$ 11,028,683	\$ 10,874,233	\$ -	\$ -	\$ 83,631,567
Wheelock Gym, Seismic Retrofit-Phase II	\$ 22,564,995	\$ 12,918,309	\$ 9,165,000	\$ 72,966	\$ 70,786,224
Coil School for the Arts	\$ 43,088,000	\$ 25,736,076	\$ 16,812,858	\$ 8,100,000	\$ 53,150,148
Culinary Arts Academy & District Offices	\$ 17,326,888	\$ 16,989,009	\$ 812,379	\$ 5,616,762	\$ 41,777,901
Quad Basement Remodel	\$ 467,000	\$ 352,941	\$ -	\$ -	\$ 41,424,960
Black Box Theatre Remodel (Plans only)	\$ 10,955	\$ 10,955	\$ -	\$ -	\$ 41,414,005
Remodel of Tech A (Plans only)	\$ 11,375	\$ 11,375	\$ -	\$ -	\$ 41,402,630
Feasibility/Ping/Mngt/Staffing	\$ 4,286,464	\$ 4,286,464	\$ -	\$ -	\$ 37,116,166
Interim Parking (Lot 33)	\$ 177,023	\$ 177,023	\$ -	\$ -	\$ 36,939,143
Scheduled Maintenance (2010+ \$640K/yr x 5 yr)	\$ 1,507,220	\$ 1,507,220	\$ 168,690	\$ -	\$ 35,431,923
Parking Structure Fall Deterrent	\$ 7,576	\$ 7,576	\$ -	\$ -	\$ 35,424,347
Master Plan Updates	\$ 577,000	\$ 577,000	\$ -	\$ -	\$ 34,847,347
Student Services Building-Phase I	\$ 24,375,000	\$ 24,375,000	\$ -	\$ -	\$ 10,472,347
Student Services Building-Phase II	\$ 1,550,000	\$ 1,550,000	\$ -	\$ -	\$ 8,922,347
Electronic Document Storage	\$ 26,350	\$ 26,350	\$ -	\$ -	\$ 8,895,997
2013 IPP/FPP	\$ -	\$ -	\$ -	\$ -	\$ 8,895,997
Food Srvc / Café Grab n Go	\$ 1,600,000	\$ 81,372	\$ -	\$ -	\$ 8,814,625
Lovekin Parking/Tennis-Portable Relocation	\$ 2,000,000	\$ 2,000,000	\$ -	\$ -	\$ 6,814,625
Lovekin Parking/Tennis-Tennis Courts	\$ 2,250,000	\$ 2,250,000	\$ -	\$ -	\$ 4,564,625
Lovekin Parking/Tennis-Parking Structure	\$ 225,000	\$ 101,724	\$ -	\$ -	\$ 4,462,901
Athletic Office Remodel(Wheelock)	\$ 147,706	\$ 95,942	\$ -	\$ -	\$ 4,366,959
Cellular Repeater Booster System	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 4,341,959
Life Science / Physical Science Remodel	\$ 208,000	\$ 208,000	\$ -	\$ -	\$ 4,133,959
Cosmetology Building	\$ 142,500	\$ 142,500	\$ -	\$ -	\$ 3,991,459



<b>RIVERSIDE CITY COLLEGE</b>					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
<b>Remaining Measure C Funds</b>					\$ 3,991,459
	\$ 288,962,434	\$ 188,756,291	\$ 95,913,007	\$ 19,647,750	
<b>5 YEAR CCP</b>					
Life Science / Physical Science Remodel	\$ 28,659,000	\$ 6,883,000	\$ 21,776,000		
MLK Renovation	\$ 18,780,000	\$ 1,871,000	\$ 16,909,000		
Cosmetology Building	\$ 23,098,000	\$ 1,871,000	\$ 21,227,000		

**Measure C Summary**

Original Measure C Allocation	\$ 173,100,000
Additional Measure C Allocation	\$ 19,647,750
<b>Total Measure C Allocation</b>	<b><u>\$ 192,747,750</u></b>

**Riverside Community College District**  
**Measure C - Capital Program Executive Summary Report**  
**As of September 30, 2018**

<b>RCCD DISTRICT PROJECTS</b>					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 19,200,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation				\$ (326,040)	\$ 18,873,960
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017				\$ 133,834	\$ 19,007,794
<b>APPROVED PROJECTS</b>					
<i>Certificates of Participation (93 &amp; 01 Refunding)</i>	\$ 737,033	\$ 737,033	\$ -	\$ -	\$ 18,270,761
<i>CO Bond Issuance Related Expenditures</i>	\$ 287,005	\$ 287,005	\$ -	\$ -	\$ 17,983,756
District Phone and Voicemail Upgrades	\$ 20,591	\$ 20,591	\$ -	\$ -	\$ 17,963,165
RCCD Systems Office (Market St)	\$ 2,629,981	\$ 2,629,981	\$ -	\$ -	\$ 15,333,184
Emergency Phones	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 15,323,184
Logic Domain/PM System	\$ 12,589	\$ 12,589	\$ -	\$ -	\$ 15,310,595
Infrastructure (IT Upgrade)	\$ 28,580	\$ 28,580	\$ -	\$ -	\$ 15,282,015
District Computer/Network Sys Upgr	\$ 59,121	\$ 59,121	\$ -	\$ -	\$ 15,222,894
Culinary Art Academy & Dist Offc	\$ 18,384,389	\$ 16,607,009	\$ 812,379	\$ 5,616,760	\$ 4,232,645
Swing Space - Market Street Properties	\$ 866,500	\$ 737,303	\$ -	\$ -	\$ 3,495,342
Feasibility/Plng/Mngt/Staffing	\$ 479,889	\$ 479,889	\$ -	\$ -	\$ 3,015,453
Scheduled Maint. New Allocation - District Wide	\$ 168,740	\$ 168,740	\$ -	\$ -	\$ 2,846,713
DSA Close-Out	\$ 75,000	\$ 7,290	\$ -	\$ 7,290	\$ 2,846,713
Alumni Carriage House Restroration	\$ 150,000	\$ 122,270	\$ -	\$ -	\$ 2,724,443
Electronic Document Storage	\$ 5,900	\$ 2,950	\$ -	\$ -	\$ 2,721,493
2013 IPP/FPP	\$ -	\$ -	\$ -	\$ -	\$ 2,721,493
<b>Remaining Measure C Funds</b>					<b>\$ 2,721,493</b>
	<b>\$ 23,915,318</b>	<b>\$ 21,910,351</b>	<b>\$ 812,379</b>	<b>\$ 5,431,844</b>	

**Measure C Summary**

Original Measure C Allocation	\$ 19,200,000
Additional Measure C Allocation	\$ 5,431,844
<b>Total Measure C Allocation</b>	<b><u>\$ 24,631,844</u></b>

**Riverside Community College District  
Measure C - Capital Program Executive Summary Report  
As of September 30, 2018**

<b>CENTRALLY CONTROLLED FUNDS</b>					
Description	Total Project Budget	Measure C Budget	Non-Measure C Budget	Additional Measure C Budget	Measure C Allocation
					\$ 53,300,000
<b>Approved Projects \$19.3M</b>					\$ 19,300,000
ADA Compliance -Phase I	\$ 6,360,000	\$ 6,046,162	\$ 42,793	\$ -	\$ 13,253,838
IT Audit Implementation	\$ 6,000,000	\$ 6,000,000	\$ -	\$ -	\$ 7,253,838
Utility Infrastructure	\$ 6,700,000	\$ 6,232,049	\$ -	\$ (373,349)	\$ 648,440
District Standards	\$ 355,000	\$ 355,000	\$ -	\$ 355,000	\$ 648,440
<b>Approved Projects</b>					\$ 648,440
<b>Program Reserve \$24M</b>					\$ 24,000,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation	\$ -	\$ -	\$ -	\$ (642,104)	\$ 23,357,896
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017	\$ -	\$ -	\$ -	\$ 263,789	\$ 23,621,685
CSA	\$ -	\$ -	\$ -	\$ (8,100,000)	\$ 15,521,685
CAA/DO	\$ -	\$ -	\$ -	\$ (10,306,765)	\$ 5,214,920
DSA Close out	\$ -	\$ -	\$ -	\$ (7,290)	\$ 5,207,630
Nursing Portables - MVC	\$ -	\$ -	\$ -	\$ (705,338)	\$ 4,502,292
Physican Asst Lab - MVC	\$ -	\$ -	\$ -	\$ (49,191)	\$ 4,453,101
Emergency Phone Repairs - MVC	\$ -	\$ -	\$ -	\$ (341,582)	\$ 4,111,519
Aquatics Center - RCC ( Reserve - Donation Cover)	\$ -	\$ -	\$ -	\$ -	\$ 4,111,519
CSA - RCC (Reserve - LaSierra Capital Repayment)	\$ -	\$ -	\$ -	\$ -	\$ 4,111,519
TITLE III-STEM - NC (Reserve - Grant Repayment)	\$ -	\$ -	\$ -	\$ -	\$ 4,111,519
<b>Program Reserve</b>					\$ 4,111,519
<b>Program Contingency-\$10M</b>					\$ 10,000,000
Redistribution of College Specific Donations/Rebates Included in Original Allocation	\$ -	\$ -	\$ -	\$ (262,268)	\$ 9,737,732
Distribution of Interest, Donations/Rebates Income from original allocation through June 30, 2017	\$ -	\$ -	\$ -	\$ 107,745	\$ 9,845,477
ADA Compliance - Phase I	\$ -	\$ -	\$ -	\$ -	\$ 9,845,477
CAA/DO	\$ -	\$ -	\$ -	\$ (926,757)	\$ 8,918,720
March Dental Education - MVC	\$ -	\$ -	\$ -	\$ -	\$ 8,918,720
Master Plan Update - MVC	\$ -	\$ -	\$ -	\$ (186,000)	\$ 8,732,720
Nursing, Science Math - RCC	\$ -	\$ -	\$ -	\$ (467,028)	\$ 8,265,692
Wheelock Gym - RCC	\$ -	\$ -	\$ -	\$ (72,966)	\$ 8,192,726
Norco Allocation - NC	\$ -	\$ -	\$ -	\$ (500,000)	\$ 7,692,726
Secondary Effect - NC	\$ -	\$ -	\$ -	\$ (35,288)	\$ 7,657,438
Groundwater Wells - NC	\$ -	\$ -	\$ -	\$ (211,149)	\$ 7,446,289
Alumni Carriage House Restoration - RCCD	\$ -	\$ -	\$ -	\$ -	\$ 7,446,289
District Standards	\$ -	\$ -	\$ -	\$ (355,000)	\$ 7,091,289
Self-Generating Inc Program (Fuel Cell)	\$ -	\$ -	\$ -	\$ (2,200,000)	\$ 4,891,289
Self-Generating Inc Program - Incentives/Rebates	\$ -	\$ -	\$ -	\$ (236,250)	\$ 4,655,039
<b>Program Contingency</b>					\$ 4,655,039
<b>Remaining Measure C Funds</b>					\$ 9,414,998

**Measure C Summary**

Original Measure C Allocation	\$53,300,000
Additional Measure C Allocation	-\$25,251,791
<b>Total Measure C Allocation</b>	<b>\$28,048,209</b>

## Agenda Item (VII-B)

Meeting 10/16/2018 - Regular  
Agenda Item Consent Agenda Information (VII-B)  
Subject 2017-2018 CCFS-311 – Annual Financial and Budget Report  
College/District District  
Information Only

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### Background Narrative:

See the attached 2017-2018 CCFS-311 – Annual Financial and Budget Report.

Prepared By: Aaron Brown, Vice Chancellor, Business and Financial Services  
Melissa Elwood, Controller

### Attachments:

[10162018\\_ 2017-2018 CCFS-311 – Annual Financial and Budget Report](#)

# **CCFS-311 – Annual Financial and Budget Report**

## **Background Narrative**

### **FY 2017-2018**

Title 5 of the California Code of Regulations, Sections 58300, et seq., requires that financial information be submitted annually to the Board of Governors for the California Community Colleges. To comply with this requirement, the District prepares a statement of revenues and expenditures commonly known as the CCFS-311 – Annual Financial and Budget Report. The CCFS-311 reports the following information:

Analysis of Compliance with the 50 Percent Law

Analysis of Net Ending Fund Balance

Detail of Unrestricted and Restricted General Fund Revenues

Expenditures by Combined General Fund Activity

Gann Appropriation Limit

Actual Financial Information – FY 2017-2018

Budget Financial Information – FY 2018-2019

Analysis of Interfund Transfers

Receipt and Expenditures of Lottery Proceeds – Actuals

Receipt and Expenditures of Lottery Proceeds – Budget

Details of Education Protection Account

Pension Contribution Costs

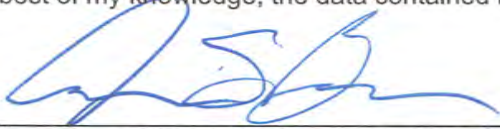
California Community Colleges

**ANNUAL FINANCIAL AND BUDGET REPORT**  
(Financial Report for Fiscal Year 2017-2018)  
(Budget Report for Fiscal Year 2018-2019)

District: RIVERSIDE

District Code: 960

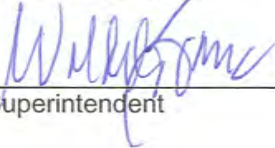
This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.



District Chief Business Officer

9-6-18

Date



District Superintendent

9/12/18

Date

Contact:

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before October 10, 2018. Please submit the report to :

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, Suite 300  
Sacramento, CA 95814-6511

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

	Object Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
Academic Salaries		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
<b>Instructional Salaries</b>					
Contract or Regular	1100	33,140,604	33,140,604		33,140,604
Other	1300	33,130,392	33,130,392		33,130,392
<b>Total Instructional Salaries</b>		66,270,996	66,270,996	0	66,270,996
<b>Non-Instructional Salaries</b>					
Contract or Regular	1200		13,114,156	904,073	14,018,229
Other	1400		2,510,041	183,557	2,693,598
<b>Total Non-Instructional Salaries</b>		0	15,624,197	1,087,630	16,711,827
<b>Total Academic Salaries</b>		66,270,996	81,895,193	1,087,630	82,982,823
<b>Classified Salaries</b>					
<b>Non-Instructional Salaries</b>					
Regular Status	2100		27,780,995	1,347,938	29,128,933
Other	2300		2,153,424	281,816	2,435,240
<b>Total Non-Instructional Salaries</b>		0	29,934,419	1,629,754	31,564,173
<b>Instructional Aides</b>					
Regular Status	2200	2,180,733	2,180,733		2,180,733
Other	2400	416,164	416,164		416,164
<b>Total Instructional Aides</b>		2,596,897	2,596,897	0	2,596,897
<b>Total Classified Salaries</b>		2,596,897	32,531,316	1,629,754	34,161,070
<b>Employee Benefits</b>					
	3000	22,930,605	46,173,989	1,159,376	47,333,365
<b>Supplies and Materials</b>					
	4000		1,935,449	131,274	2,066,723
<b>Other Operating Expenses</b>					
	5000		15,597,023	881,881	16,478,904
<b>Equipment Replacement</b>					
	6420		1,542		1,542
<b>Total Expenditures Prior to Exclusions</b>		91,798,498	178,134,512	4,889,915	183,024,427

Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
Exclusions		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
<b>Activities to Exclude</b>	<b>TOP Code</b>				
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900		722,751		722,751
Student Health Services Above Amount Collected	6441		27,132		27,132
Student Transportation	6491				0
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740		1,722,327		1,722,327
<b>Objects to Exclude</b>	<b>Object Code</b>				
Rents and Leases	5060		876,878	82,143	959,021
Lottery Expenditures					
Academic Salaries	1000				0
Classified Salaries	2000		3,281,954		3,281,954
Employee Benefits	3000		1,902,601		1,902,601
Supplies and Materials	4000				
Software	4100				0
Books, Magazines, & Periodicals	4200				0
Instructional Supplies & Materials	4300				0
Noninstructional, Supplies & Materials	4400				0
Total Supplies and Materials		0	0	0	0
Other Operating Expenses and Services	5000		39,383		39,383



Annual Financial and Budget Report

The Current Expense of Education

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Capital Outlay	6000				
Library Books	6300				0
Equipment	6400				
Equipment - Additional	6410				0
Equipment - Replacement	6420				0
Total Equipment		0	0	0	0
Total Capital Outlay		0	0	0	0
Other Outgo	7000				0
<b>Total Exclusions</b>		0	8,573,026	82,143	8,655,169
<b>Total for ECS 84362, 50% Law</b>		91,798,498	169,561,486	4,807,772	174,369,258
<b>Percent of CEE (Instructional Salary Cost / Total CEE)</b>		54.14%	100.00%		
<b>50% of Current Expense of Education</b>			84,780,743		
<b>Nonexempted (Remaining) Deficiency from second preceeding Fiscal Year</b>					
<b>Amount Required to be Expended for Salaries of Classroom Instructors</b>		91,798,498	169,561,486	4,807,772	174,369,258
<b>Reconciliation to Unrestricted General Fund Expenditures</b>					
<b>Total Expenditures Prior to Exclusions</b>		91,798,498	178,134,512	4,889,915	183,024,427
<b>Capital Expenditures</b>	6000	207,999	1,984,741	178,893	2,163,634
<b>Equipment Replacement (Back out)</b>	6420		(1,542)	0	(1,542)
<b>Total Unrestricted General Fund Expenditures</b>		92,006,497	180,117,711	5,068,808	185,186,519

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	1,316,141	464,251	1,780,392
In County Treasury	9112	50,578,749	34,063,951	84,642,700
Cash With Fiscal Agents	9113	5,617		5,617
Revolving Cash Accounts	9114	50,000		50,000
Investments (at cost)	9120			0
Accounts Receivable	9130	4,894,708	11,169,321	16,064,029
Due from Other Funds	9140	522,576	166,123	688,699
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			0
Prepaid Items	9220	80,378	45,457	125,835
<b>TOTAL ASSETS</b>		57,448,169	45,909,103	103,357,272
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	10,886,974	3,616,634	14,503,608
Accrued Salaries and Wages Payable	9520			0
Compensated Absences Payable Current	9530			0
Due to Other Funds	9540	204,081	60,008	264,089
Temporary Loans	9550			0
Current Portion of Long-Term Debt	9560			0
Deferred Revenues	9570	1,326,303	33,161,025	34,487,328
<b>TOTAL LIABILITIES</b>		12,417,358	36,837,667	49,255,025

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			0
NonCash Assets	9711			0
Amounts Restricted by Law for Specific Purposes	9712			0
Reserve for Encumbrances Credit	9713			0
Reserve for Encumbrances Debit	9714			0
Reserve for Debt Services	9715			0
Assigned/Committed	9754			0
Unassigned	9790	45,030,811	9,071,436	54,102,247
<b>Total Fund Balance</b>		<b>45,030,811</b>	<b>9,071,436</b>	<b>54,102,247</b>
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			0
Restricted Fund Balance	9752			0
Committed Fund Balance	9753			0
Assigned Fund Balance	9754			0
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790			0
<b>TOTAL FUND EQUITY</b>		<b>45,030,811</b>	<b>9,071,436</b>	<b>54,102,247</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>57,448,169</b>	<b>45,909,103</b>	<b>103,357,272</b>

Annual Financial and Budget Report

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	17,018,049		
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			
Accounts Receivable	9130			
Due from Other Funds	9140			
<b>TOTAL ASSETS</b>		17,018,049	0	0
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510			
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
<b>TOTAL LIABILITIES</b>		0	0	0

Annual Financial and Budget Report

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790	17,018,049		
<b>Total Fund Balance</b>		17,018,049	0	0
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790			
<b>TOTAL FUND EQUITY</b>		17,018,049	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		17,018,049	0	0

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
<b>ASSETS</b>							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111		64,177	20,976			
In County Treasury	9112		1,154,551	1,028,541			
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114						
Investments (at cost)	9120						
Accounts Receivable	9130		220,223	168,305			
Due from Other Funds	9140						
Inventories, Stores, and Prepaid Items	9200						
Inventories and Stores	9210		30,743				
Prepaid Items	9220						
<b>TOTAL ASSETS</b>		0	1,469,694	1,217,822	0	0	0
<b>LIABILITIES</b>							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510		103,262	83,791			
Accrued Salaries and Wages Payable	9520						
Compensated Absences Payable Current	9530						
Due to Other Funds	9540		79,056	4,452			
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570						
<b>TOTAL LIABILITIES</b>		0	182,318	88,243	0	0	0

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
<b>FUND BALANCE (NON-GASB 54)</b>							
Fund Balance Reserved	9710	0	0	0	0	0	0
NonCash Assets	9711	0	0	0	0	0	0
Amounts Restricted by Law for Specific Purposes	9712	0	0	0	0	0	0
Reserve for Encumbrances Credit	9713	0	0	0	0	0	0
Reserve for Encumbrances Debit	9714	0	0	0	0	0	0
Reserve for Debt Services	9715	0	0	0	0	0	0
Assigned/Committed	9754	0	0	0	0	0	0
Unassigned	9790	0	1,287,376	1,129,579	0	0	0
<b>Total Fund Balance</b>		0	1,287,376	1,129,579	0	0	0
<b>Fund Balance (GASB 54)</b>	9750						
Nonspendable Fund Balance	9751	0	0	0	0	0	0
Restricted Fund Balance	9752	0	0	0	0	0	0
Committed Fund Balance	9753	0	0	0	0	0	0
Assigned Fund Balance	9754	0	0	0	0	0	0
Total Designated Fund Balance		0	0	0	0	0	0
Uncommitted Fund Balance	9790	0	0	0	0	0	0
<b>TOTAL FUND EQUITY</b>		0	1,287,376	1,129,579	0	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		0	1,469,694	1,217,822	0	0	0

Annual Financial and Budget Report

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	8,072,089		7,269,061
Cash With Fiscal Agents	9113			
Revolving Cash Accounts	9114			
Investments (at cost)	9120			
Accounts Receivable	9130	131,942		141,151
Due from Other Funds	9140			
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			
Prepaid Items	9220			
<b>TOTAL ASSETS</b>		8,204,031	0	7,410,212
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	756,118		702,251
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540	134,672		178,291
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570	5,427,790		
<b>TOTAL LIABILITIES</b>		6,318,580	0	880,542



Annual Financial and Budget Report

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	41	42	43
		Capital Outlay Projects Fund	Revenue Bond Construction Fund	General Obligation Bond Fund
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715			
Assigned/Committed	9754			
Unassigned	9790	1,885,451		6,529,670
<b>Total Fund Balance</b>		1,885,451	0	6,529,670
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
<b>Total Designated Fund Balance</b>		0	0	0
Uncommitted Fund Balance	9790			
<b>TOTAL FUND EQUITY</b>		1,885,451	0	6,529,670
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		8,204,031	0	7,410,212

Annual Financial and Budget Report

50 Enterprise Funds:

COMBINED BALANCE SHEET

- 51 Bookstore Fund
- 52 Cafeteria Fund
- 53 Farm Operations Fund
- 59 Other Enterprise Fund

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>ASSETS</b>					
Cash, Investments, and Receivables	9100				
Cash:					
Awaiting Deposit and in Banks	9111				
In County Treasury	9112				
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120				
Accounts Receivable	9130				
Due from Other Funds	9140				
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210				
Prepaid Items	9220				
<b>Fixed Assets</b>	9300				
Sites	9310				
Site Improvements	9320				
Accumulated Depreciation Site Improvements	9321				
Buildings	9330				
Accumulated Depreciation Buildings	9331				
Library Books	9340				
Equipment	9350				
Accumulated Depreciation Equipment	9351				
Work in Progress	9360				
<b>Total Fixed Assets</b>		0	0	0	0
<b>TOTAL ASSETS</b>		0	0	0	0

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>LIABILITIES</b>					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510				
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540				
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570				
Total Current Liabilities and Deferred Revenue		0	0	0	0
Long-Term Liabilities	9600				
Bonds Payable	9610				
Revenue Bonds Payable	9620				
Certificates of Participation	9630				
Lease Purchase of Capital Lease	9640				
Compensated Absences Long Term	9650				
Post-Employment Benefits Long Term	9660				
Other Long-Term Liabilities	9670				
Total Long-Term Liabilities		0	0	0	0
<b>TOTAL LIABILITIES</b>	968	0	0	0	0

Annual Financial and Budget Report

50 Enterprise Funds:

COMBINED BALANCE SHEET

- 51 Bookstore Fund
- 52 Cafeteria Fund

- 53 Farm Operations Fund
- 59 Other Enterprise Fund

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>FUND EQUITY</b>					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amounts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Assigned/Committed	9754				
Unassigned	9790				
Total Reserved Fund Balance		0	0	0	0
<b>Fund Balance (GASB 54)</b>	9750				
Nonspendable Fund Balance	9751				
Restricted Fund Balance	9752				
Committed Fund Balance	9753				
Assigned Fund Balance	9754				
Total Designated Fund Balance		0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
<b>Other Equity</b>	9800				
Contributed Capital	9810				
Retained Earnings	9850				
Investment in General Fixed Assets	9890				
<b>TOTAL FUND EQUITY</b>		0	0	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		0	0	0	0

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>ASSETS</b>			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111	19,897	
In County Treasury	9112	11,772,495	
Cash With Fiscal Agents	9113	350,000	
Revolving Cash Accounts	9114		
Investments (at cost)	9120		
Accounts Receivable	9130	830,811	
Due from Other Funds	9140	56,523	
Student Loans Receivable	9150		
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220	425	
<b>Fixed Assets</b>	9300		
Sites	9310		
Site Improvements	9320		
Accumulated Depreciation Site Improvements	9321		
Buildings	9330		
Accumulated Depreciation Buildings	9331		
Library Books	9340		
Equipment	9350		
Accumulated Depreciation Equipment	9351		
Work in Progress	9360		
<b>Total Fixed Assets</b>		0	0
<b>TOTAL ASSETS</b>		13,030,151	0

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>LIABILITIES</b>			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510	5,160,962	
Accrued Salaries and Wages Payable	9520		
Compensated Absences Payable Current	9530		
Due to Other Funds	9540	48,630	
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560		
Deferred Revenues	9570	2,435,231	
Total Current Liabilities and Deferred Revenue		7,644,823	0
Long-Term Liabilities	9600		
Bonds Payable	9610		
Revenue Bonds Payable	9620		
Certificates of Participation	9630		
Lease Purchase of Capital Lease	9640		
Compensated Absences Long Term	9650		
Post-Employment Benefits Long Term	9660		
Other Long-Term Liabilities	9670		
Total Long-Term Liabilities		0	0
<b>TOTAL LIABILITIES</b>	968	7,644,823	0

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>FUND EQUITY</b>			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		
Reserve for Encumbrances Credit	9713		
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790	5,385,328	
Total Reserved Fund Balance		5,385,328	0
<b>Fund Balance (GASB 54)</b>	9750		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752		
Committed Fund Balance	9753		
Assigned Fund Balance	9754		
Total Designated Fund Balance		0	0
Uncommitted(Unrestricted) Fund Balance	9790		
<b>Other Equity</b>	9800		
Contributed Capital	9810		
Retained Earnings	9850		
Investment in General Fixed Assets	9890		
<b>TOTAL FUND EQUITY</b>		5,385,328	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		13,030,151	0

Annual Financial and Budget Report

70 Trust Funds

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>ASSETS</b>									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	773,215			715,379				
In County Treasury	9112								
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114								
Investments (at cost)	9120	1,795,275							
Accounts Receivable	9130								
Due from Other Funds	9140	139,656							
Student Loans Receivable	9150								
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220	9,581							
<b>Fixed Assets</b>	9300								
Sites	9310								
Site Improvements	9320								
Accumulated Depreciation Site Improvements	9321								
Buildings	9330								
Accumulated Depreciation Buildings	9331								
Library Books	9340								
Equipment	9350								
Accumulated Depreciation Equipment	9351								
Work in Progress	9360								
<b>Total Fixed Assets</b>		0	0	0	0	0	0	0	0
<b>TOTAL ASSETS</b>		2,717,727	0	0	715,379	0	0	0	0



Annual Financial and Budget Report

70 Trust Funds

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>LIABILITIES</b>									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510	89,005			390				
Accrued Salaries and Wages Payable	9520								
Compensated Absences Payable Current	9530								
Due to Other Funds	9540	33,520			134,693				
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570								
Total Current Liabilities and Deferred Revenue		122,525	0	0	135,083	0	0	0	0
Long-Term Liabilities	9600								
Bonds Payable	9610								
Revenue Bonds Payable	9620								
Certificates of Participation	9630								
Lease Purchase of Capital Lease	9640								
Compensated Absences Long Term	9650								
Post-Employment Benefits Long Term	9660								
Other Long-Term Liabilities	9670								
Total Long-Term Liabilities		0	0	0	0	0	0	0	0
<b>TOTAL LIABILITIES</b>	968	122,525	0	0	135,083	0	0	0	0

Annual Financial and Budget Report

70 Trust Funds

COMBINED BALANCE SHEET

For Year Ended June 30, 2018

District ID: 960

Name: RIVERSIDE

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>FUND EQUITY</b>									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amounts Restricted by Law for Specific Purposes	9712								
Reserve for Encumbrances Credit	9713								
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Assigned/Committed	9754	1,411,842							
Unassigned	9790	1,183,360			580,296				
<b>Total Reserved Fund Balance</b>		<b>2,595,202</b>	<b>0</b>	<b>0</b>	<b>580,296</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fund Balance (GASB 54)</b>	9750								
Nonspendable Fund Balance	9751								
Restricted Fund Balance	9752								
Committed Fund Balance	9753								
Assigned Fund Balance	9754								
<b>Total Designated Fund Balance</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Uncommitted(Unrestricted) Fund Balance	9790								
<b>Other Equity</b>	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
<b>TOTAL FUND EQUITY</b>		<b>2,595,202</b>	<b>0</b>	<b>0</b>	<b>580,296</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>2,717,727</b>	<b>0</b>	<b>0</b>	<b>715,379</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 960

Name: RIVERSIDE

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>Federal Revenues</b>	8100			
Forest Revenues	8110			0
Higher Education Act	8120		5,307,221	5,307,221
Workforce Investment Act	8130			0
Temporary Assistance for Needy Families (TANF)	8140		190,552	190,552
Student Financial Aid	8150	141,509	1,143,357	1,284,866
Veterans Education	8160		4,854	4,854
Vocational and Technical Education Act (VATEA)	8170		1,350,645	1,350,645
Other Federal Revenues	8190		3,025,100	3,025,100
<b>Total Federal Revenues</b>	8100	141,509	11,021,729	11,163,238
<b>State Revenues</b>	8600			
General Apportionments	8610			0
Apprenticeship Apportionment	8611	396,748		396,748
State General Apportionment	8612	89,388,822		89,388,822
Other General Apportionment	8613	2,045,783		2,045,783
General Categorical Programs	8620			
Child Development	8621			0
Extended Opportunity Programs and Services(EOPS)	8622		1,878,244	1,878,244
Disabled Students Programs and Services(DSPS)	8623		3,112,910	3,112,910
Temporary Assistance for Needy Families (TANF)	8624			0
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625		1,156,509	1,156,509
Telecommunications and Technology Infrastructure Program (TTIP)	8626		167,925	167,925
Other General Categorical Programs	8627		13,204,980	13,204,980

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 960

Name: RIVERSIDE

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>EPA Proceeds</b>	8630	23,420,013		23,420,013
<b>Reimbursable Categorical Programs</b>	8650			
Instructional Improvement Grant	8651			0
Other Reimbursable Categorical Programs	8652		20,624,112	20,624,112
<b>State Tax Subventions</b>	8670			
Homeowners' Property Tax Relief	8671	437,957		437,957
Timber Yield Tax	8672			0
Other State Tax Subventions	8673	619		619
<b>State Non-Tax Revenues</b>	8680			
State Lottery Proceeds	8681	4,773,020	1,771,052	6,544,072
State Mandated Costs	8685	824,907		824,907
Other State Non-Tax Revenues	8686			0
Other State Revenues	8690	4,078,220		4,078,220
<b>Total State Revenues</b>	8600	125,366,089	41,915,732	167,281,821

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 960

Name: RIVERSIDE

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
<b>Local Revenues</b>	8800			
Property Taxes	8810			
Tax Allocation, Secured Roll	8811	37,974,446		37,974,446
Tax Allocation, Supplemental Roll	8812	977,826		977,826
Tax Allocation, Unsecured Roll	8813	1,648,912		1,648,912
Prior Years Taxes	8816	834,327		834,327
Education Revenues Augmentation Fund (ERAF)	8817	(3,307,295)		(3,307,295)
Redevelopment Agency Funds - Pass Through	8818	1,160,104		1,160,104
Redevelopment Agency Funds - Residual	8819	6,009,467		6,009,467
Redevelopment Agency Funds - Asset Liquidation	8819.1	94,555		94,555
Contributions, Gifts, Grants, and Endowments	8820	101,960	343,564	445,524
Contract Services	8830			
Contract Instructional Services	8831	212,912		212,912
Other Contract Services	8832			0
Sales and Commissions	8840	1,268,395		1,268,395
Rentals and Leases	8850	291,085	3,272	294,357
Interest and Investment Income	8860	983,752	172,805	1,156,557
Student Fees and Charges	8870			
Community Services Classes	8872	76,239		76,239
Dormitory	8873			0
Enrollment	8874	10,623,274		10,623,274
Contra Revenue Account	8874.1			0
Field Trips and Use of Nondistrict Facilities	8875			0
Health Services	8876		1,707,085	1,707,085
Instructional Materials Fees and Sales of Materials	8877			0
Insurance	8878	825		825
Student Records	8879	62,352		62,352
Nonresident Tuition	8880	3,473,159	679,932	4,153,091
Parking Services and Public Transportation	8881		2,105,921	2,105,921
Other Student Fees and Charges	8885	111,429	395,120	506,549
Other Local Revenues	8890	1,702,591	4,059,409	5,762,000
<b>Total Local Revenues</b>	8800	64,300,315	9,467,108	73,767,423
<b>Total Revenues</b>		189,807,913	62,404,569	252,212,482

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 960

Name: RIVERSIDE

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>Other Financing Sources</b>	8900			
Proceeds of General Fixed Assets	8910	3,658		3,658
Proceeds of Long-Term Debt	8940			0
Incoming Transfers -- (8970/8981/8982/8983)	898#	(1,956,775)	1,956,775	0
<b>Total Other Financing Sources</b>	8900	(1,953,117)	1,956,775	3,658
<b>Total Revenues and Other Financing Sources</b>		187,854,796	64,361,344	252,216,140

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Agriculture and Natural Resources	0100		(69,702)				(69,702)
Architecture and Environmental Design	0200	12,019		140			12,159
Environmental Sciences and Technologies	0300						0
Biological Sciences	0400	5,287,389		284,638	257,560		5,829,587
Business and Management	0500	3,461,653		49,602	11,484		3,522,739
Communications	0600	1,984,282		103,872	241,648		2,329,802
Computer and Information Science	0700	2,631,919		97,647	169,548		2,899,114
Education	0800	7,748,170		910,685	6,789		8,665,644
Engineering and Related Industrial Technology	0900	2,511,929		183,567	329,274		3,024,770
Fine and Applied Arts	1000	8,083,381		379,288	46,291		8,508,960
Foreign language	1100	2,861,081		34,428	328		2,895,837
Health	1200	6,739,043		586,129	332,450		7,657,622
Consumer Education And Home Economics	1300	2,168,401		278,700	15,411		2,462,512
Law	1400	106,249		977			107,226
Humanities(Letters)	1500	14,762,136		160,296	814		14,923,246
Library Science	1600	412,532		3,563			416,095
Mathematics	1700	9,390,358		102,777	28,495		9,521,630
Military Studies	1800						0
Physical Sciences	1900	4,937,468		258,185	266,196		5,461,849
Psychology	2000	2,100,147		22,831	21,798		2,144,776
Public Affairs and Services	2100	2,840,987		740,841	135,835		3,717,663
Social Sciences	2200	6,972,066		95,155	30,154		7,097,375
Commercial Services	3000	1,487,050		78,698	114,985		1,680,733
Interdisciplinary Studies	4900	7,234,240		210,515	309,151		7,753,906
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	722,751					722,751
<b>Sub-Total Instructional Activites</b>		94,455,251	(69,702)	4,582,534	2,318,211		101,286,294
<b>Total Expenditures for GF Activities*</b>		94,455,251	103,916,480	39,894,753	7,415,085	2,971,027	248,652,596

\*Total Expenditures for GF Activities above is the grand total of Instructional and Non-Instructional activities.

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Instructional Administration and Governance	6000						
Academic Administration	6010		24,180,841	8,912,841	1,593,988		34,687,670
Course and Curriculum Development	6020		2,634,829	5,971,700	31,878		8,638,407
Academic / Faculty Senate	6030						0
Other Instructional Administration & Governance	6090						0
<b>Total Instructional Admin. &amp; Governance</b>		0	26,815,670	14,884,541	1,625,866	0	43,326,077
Instructional Support Services	6100						
Learning Center	6110		690,538	8,908			699,446
Library	6120		2,885,332	136,272	462,677		3,484,281
Media	6130		1,467,237	83,014	47,347		1,597,598
Museums and Galleries	6140						0
Academic Information Systems and Technology	6150						0
Other Instructional Support Services	6190						0
<b>Total Instructional Support Services</b>		0	5,043,107	228,194	510,024	0	5,781,325
Admissions and Records	6200		4,553,220	868,899	(1,206)		5,420,913
Student Counseling and Guidance	6300						
Counseling and Guidance	6310		9,660,057	593,778	15,132		10,268,967
Matriculation and Student Assessment	6320						0
Transfer Programs	6330						0
Career Guidance	6340						0
Other Student Counseling and Guidance	6390						0
<b>Total Student Counseling and Guidance</b>		0	9,660,057	593,778	15,132	0	10,268,967



Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Other Student Services	6400						
Cal Work Opportunity and Responsibility to Kids *	6410						0
Disabled Student Programs and Services (DSPS)	6420		2,585,423	133,569	33,544		2,752,536
Extended Opportunity Programs and Services (EOPS)	6430		1,647,541	92,968	6,813		1,747,322
Health Services	6440		1,440,012	342,176	14,422		1,796,610
Student Personnel Administration	6450		6,214,883	1,320,636	90,664		7,626,183
Financial Aid Administration	6460		3,227,689	2,169,996	4,057		5,401,742
Job Placement Services	6470			(668)			(668)
Veterans Services	6480		527,094	26,273	11,959		565,326
Miscellaneous Student Services	6490			395,126			395,126
<b>Total Other Student Services</b>		0	15,642,642	4,480,076	161,459	0	20,284,177
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		2,603,058	1,218,517	647,964		4,469,539
Custodial Services	6530		3,890,809	432,275	28,661		4,351,745
Grounds Maintenance and Repairs	6550		2,059,688	400,292	32,964		2,492,944
Utilities	6570			4,036,471			4,036,471
Other Operations and Maintenance of Plant	6590			159,710			159,710
<b>Total Operation and Maintenance of Plant</b>	6500	0	8,553,555	6,247,265	709,589	0	15,510,409
<b>Planning, Policymaking and Coordinations</b>	6600		3,726,219	755,552	52,022		4,533,793

\* California Work Opportunity and Responsibility to Kids (CalWORKs).

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
General Institutional Support Services	6700						
Community Relations	6710		3,443,142	285,068	13,790		3,742,000
Fiscal Operations	6720		4,070,615	755,814	372,317		5,198,746
Human Resources Management	6730		2,061,016	556,585	42,265		2,659,866
Noninstruct Staff Retirees' Benefits & Retirement *	6740		1,722,327				1,722,327
Staff Development	6750		97,477	10,891	(3,150)		105,218
Staff Diversity	6760		661	17,834			18,495
Logistical Services	6770		4,737,913	1,157,682	325,355		6,220,950
Management Information Systems	6780		5,170,416	2,308,977	750,890		8,230,283
Other General Institutional Support Services	6790		60,147	440	1,500		62,087
<b>Total General Institutional Support Services</b>	6700	0	21,363,714	5,093,291	1,502,967	0	27,959,972
Community Services & Economic Development	6800						
Community Recreation	6810		443,379	329,242	415		773,036
Community Service Classes	6820		1,134,338	78,286			1,212,624
Community Use of Facilities	6830		671,938	182,038	1,791		855,767
Economic Development	6840						0
Other Community Services & Economic Development	6890						0
<b>Total Community Services</b>	6800	0	2,249,655	589,566	2,206	0	2,841,427

\* Noninstructional Staff Retirees' Benefits & Retirement Incentives.

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Ancillary Services	6900						
Bookstore	6910			43,600			43,600
Child Development Centers	6920		30,875	24,370			55,245
Farm Operations	6930						0
Food Services	6940		17,699	143	3,936		21,778
Parking	6950		2,269,464	593,195	135,226		2,997,885
Student and Co-Curricular Activities	6960		1,938,340	141,267	23,848		2,103,455
Student Housing	6970						0
Other Ancillary Services	6990						0
<b>Total Ancillary Services</b>	6900	0	4,256,378	802,575	163,010	0	5,221,963
Auxiliary Operations	7000						
Contract Education	7010		840,350	406,449	53,065		1,299,864
Other Auxiliary Operations	7090		1,281,615	361,741	1,500		1,644,856
<b>Total Auxiliary Operations</b>	7000	0	2,121,965	768,190	54,565	0	2,944,720

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
<b>Physical Property and Related Acquisitions</b>	7100			292	301,240		301,532
Long-Term Debt and Other Financing	7200						
Long_Term Debt	7210						0
Tax revenue Anticipation Notes	7220						0
Other Financing	7290						0
<b>Total Long-Term Debt and Other Financing</b>	7200	0	0	0	0	0	0
Transfers, Student Aid and Other Outgo	7300						
Transfers	7310					105,045	105,045
Student Aid	7320					2,865,982	2,865,982
Other Outgo	7390						0
<b>Total Transfers, Student Aid and Other Outgo</b>	7300	0	0	0	0	2,971,027	2,971,027
<b>Sub-Total Non-Instructional Activities</b>			103,986,182	35,312,219	5,096,874	2,971,027	147,366,302
<b>Total Expenditures General Fund: activities *</b>		94,455,251	103,916,480	39,894,753	7,415,085	2,971,027	248,652,596

\* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

Gann Appropriations Limit

GANN Report

DISTRICT NAME: RIVERSIDE

I.	2018-2019 Appropriations Limit:			
A.	2017-2018 Appropriations Limit:			\$220,179,834
B.	2018-2019 Price Factor:	1.0367		
C.	Population factor:			
	1. 2016-2017 Second Period Actual FTES	29,005.00		
	2. 2017-2018 Second Period Actual FTES	29,327.00		
	3. 2017-2018 Population change factor (C2/C1)	1.0111		
D.	2017-2018 Limit adjusted by inflation and population factors (A * B * C.3)			\$230,794,125
E.	Adjustments to increase limit:			
	1. Transfers in of financial responsibility		\$0	
	2. Temporary voter approved increases		0	
	3. Total adjustments - increase			0
	Sub-Total (D + E.3)			\$230,794,125
F.	Adjustments to decrease limit:			
	1. Transfers out of financial responsibility		\$0	
	2. Lapses of voter approved increases		0	
	3. Total adjustments - decrease			0
G.	2018-2019 Appropriations Limit (D + E.3 - F.3)			\$230,794,125
II.	2018-2019 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			126,026,307
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)			459,901
C.	Local Property taxes			44,279,277
D.	Estimated excess Debt Service taxes			0
E.	Estimated Parcel taxes, Square Foot taxes, etc.			0
F.	Interest on proceeds of taxes			150,654
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates			0
H.	2018-2019 Appropriations Subject to Limit			\$170,916,139

Annual Financial and Budget Report

**10** General Fund

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

**General Fund**

Description	Object Code	Fund: 11		Fund: 12		Fund: 10	
		UNRESTRICTED SUBFUND		RESTRICTED SUBFUND		TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100	141,509	214,398	11,021,729	21,441,483	11,163,238	21,655,881
State Revenues	8600	125,366,089	135,902,932	41,915,732	89,179,310	167,281,821	225,082,242
Local Revenues	8800	64,300,315	68,591,662	9,467,108	10,956,002	73,767,423	79,547,664
<b>Total Revenues</b>		189,807,913	204,708,992	62,404,569	121,576,795	252,212,482	326,285,787
<b>EXPENDITURES:</b>							
Academic Salaries	1000	82,982,824	86,291,366	8,008,514	9,295,829	90,991,338	95,587,195
Classified Salaries	2000	34,161,068	38,966,930	16,883,551	19,613,966	51,044,619	58,580,896
Employee Benefits	3000	47,263,663	52,202,105	9,072,111	12,314,860	56,335,774	64,516,965
Supplies and Materials	4000	2,066,723	3,603,977	2,797,644	13,970,888	4,864,367	17,574,865
Other Operating Expenses and Services	5000	16,478,905	45,863,091	18,551,481	42,898,006	35,030,386	88,761,097
Capital Outlay	6000	2,163,634	5,893,152	5,251,451	25,238,517	7,415,085	31,131,669
<b>Total Expenditures</b>		185,116,817	232,820,621	60,564,752	123,332,066	245,681,569	356,152,687
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		4,691,096	(28,111,629)	1,839,817	(1,755,271)	6,530,913	(29,866,900)
<b>Other Financing Sources</b>	8900	-1,953,117	-3,963,037	1,956,775	3,970,037	3,658	7,000
<b>Other Outgo</b>	7000	651,676	12,956,145	2,319,351	11,286,203	2,971,027	24,242,348
<b>Net Increase/(Decrease) in Fund Balance</b>		2,086,303	(45,030,811)	1,477,241	(9,071,437)	3,563,544	(54,102,248)
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	42,944,508	45,030,811	7,594,196	9,071,437	50,538,704	54,102,248
Prior Years Adjustments	9020					0	
Adjusted Beginning Balance	9030	42,944,508		7,594,196		50,538,704	
<b>Ending Fund Balance, June 30</b>		45,030,811	0	9,071,437	0	54,102,248	0

Annual Financial and Budget Report

20 Debt service Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

DEBT SERVICE FUNDS

Description	Object Code	Fund: 21		Fund: 22		Fund: 29	
		BOND INTEREST AND REDEMPTION FUND		REVENUE BOND INTEREST AND REDEMPTION FUND		OTHER DEBT SERVICE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100	2,338,214					
State Revenues	8600	126,541					
Local Revenues	8800	16,824,076					
<b>Total Revenues</b>		19,288,831	0	0	0	0	0
Other Financing Sources	8900						
Interfund Transfers In	8981						
Other Incoming Transfers	8983						
<b>Total Other Financing Sources</b>		0	0	0	0	0	0
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110	17,954,876					
Debt Interest and Other Service Charges	7120						
Transfers Outgoing	7300 & 7400						
Reserve for Contingencies	7900						
<b>Total Other Outgo</b>	7000	17,954,876	0	0	0	0	0
<b>Net Other Financing Sources / (Other Outgo)</b>	8900 & 7000	(17,954,876)	0	0	0	0	0
<b>Net Increase/Decrease in Fund Balance</b>		1,333,955	0	0	0	0	0
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	15,684,094	17,018,049		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	15,684,094		0		0	
<b>Ending Fund Balance, June 30</b>		17,018,049	17,018,049	0	0	0	0

Annual Financial and Budget Report

30 Special Revenue Funds -- Part 1

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

**Special Revenue Funds**

Description	Object Code	FUND: 31		FUND 32		FUND 33	
		BOOKSTORE FUND		CAFETERIA FUND		CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100					6,816	12,000
State Revenues	8600					92,513	73,799
Local Revenues	8800			3,073,675	3,272,240	1,433,996	1,364,000
<b>Total Income</b>		0	0	3,073,675	3,272,240	1,533,325	1,449,799
<b>Expenditures</b>							
Academic Salaries	1000					675,181	717,642
Classified Salaries	2000			1,077,957	1,166,621	491,747	549,505
Employee Benefits	3000			395,340	455,437	197,547	279,711
Supplies and Materials	4000			1,279,766	1,368,607	53,887	58,725
Other Operating Expenses and Services	5000			218,117	238,487	75,085	90,298
Capital Outlay	6000			102,560	103,255	865	122,265
<b>Total Expenditures</b>		0	0	3,073,740	3,332,407	1,494,312	1,818,146
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	(65)	(60,167)	39,013	(368,347)
<b>Other Financing Sources</b>	8900			105,045	105,045		75,000
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	104,980	44,878	39,013	(293,347)
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0	1,182,396	1,287,376	1,090,566	1,129,579
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		1,182,396		1,090,566	
<b>Ending Fund Balance, June 30</b>		0	0	1,287,376	1,332,254	1,129,579	836,232



Annual Financial and Budget Report

30 Special Revenue Funds -- Part 2

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

**Special Revenue Funds**

Description	Object	FUND: 34		FUND 35		FUND 39	
	Code	FARM OPERATION FUND		REVENUE BOND PROJECT FUND		OTHER SPECIAL REVENUE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
<b>Total Income</b>		0	0	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	0	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
<b>Ending Fund Balance, June 30</b>		0	0	0	0	0	0

Annual Financial and Budget Report

40 Capital Projects Funds

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

Capital Projects Funds

Description	Object	FUND: 41		FUND 42		FUND 43	
	Code	CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND		GENERAL OBLIGATION BOND FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600	2,811,151	5,869,488				
Local Revenues	8800	137,260	202,944			(95,439)	116,000
<b>Total Income</b>		2,948,411	6,072,432	0	0	(95,439)	116,000
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000					136,039	710,876
Employee Benefits	3000					59,914	397,208
Supplies and Materials	4000					140	
Other Operating Expenses and Services	5000	2,783				467,507	318,833
Capital Outlay	6000	2,812,420	5,957,432			1,335,434	25,600,661
<b>Total Expenditures</b>		2,815,203	5,957,432	0	0	1,999,034	27,027,578
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		133,208	115,000	0	0	(2,094,473)	(26,911,578)
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		133,208	115,000	0	0	(2,094,473)	(26,911,578)
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	1,752,243	1,885,451		0	8,996,266	6,529,670
Prior Years Adustments	9020					(372,123)	
Adjusted Beginning Balance	9030	1,752,243		0		8,624,143	
<b>Ending Fund Balance, June 30</b>		1,885,451	2,000,451	0	0	6,529,670	(20,381,908)

Annual Financial and Budget Report

50 Enterprise Funds Group -- Part 1

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

Enterprise Funds

Description	Object Code	FUND: 51		FUND 52		FUND 53	
		BOOKSTORE FUND		CAFETERIA FUND		FARM OPERATIONS	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Local Revenues	8800						
Other Financing Sources	8900						
<b>Total Income</b>		0	0	0	0	0	0
<b>Cost of Sales</b>	5890						
<b>Gross Profit or Loss</b>		0	0	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Net Profit or Loss</b>		0	0	0	0	0	0
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
<b>Ending Fund Balance, June 30</b>		0	0	0	0	0	0

Annual Financial and Budget Report

50 Enterprise Funds Group -- Part 2

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

Enterprise Funds

Description	Object Code	FUND: 59					
		OTHER ENTERPRISE FUND					
		Actual	Budget				
<b>REVENUES:</b>							
Local Revenues	8800						
Other Financing Sources	8900						
<b>Total Income</b>		0	0				
<b>Cost of Sales</b>	5890						
<b>Gross Profit or Loss</b>		0	0				
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0				
<b>Net Profit or Loss</b>		0	0				
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0				
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0				
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0					
<b>Ending Fund Balance, June 30</b>		0	0				

Annual Financial and Budget Report

60 Enterprise Funds Group

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

Internal Service Funds

Description	Object Code	FUND: 61		FUND 69			
		SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND			
		Actual	Budget	Actual	Budget		
<b>REVENUES:</b>							
Local Revenues	8800	12,457,454	13,982,231				
Other Financing Sources	8900						
<b>Total Income</b>		12,457,454	13,982,231	0	0		
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000	612,411	798,346				
Employee Benefits	3000	284,411	387,389				
Supplies and Materials	4000	212,778	18,200				
Other Operating Expenses and Services	5000	11,321,675	13,906,751				
Capital Outlay	6000	42,695	15,000				
<b>Total Expenditures</b>		12,473,970	15,125,686	0	0		
<b>Net Profit or Loss</b>		(16,516)	(1,143,455)	0	0		
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		(16,516)	(1,143,455)	0	0		
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	5,401,844	5,385,328		0		
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	5,401,844		0			
<b>Ending Fund Balance, June 30</b>		5,385,328	4,241,873	0	0		

Annual Financial and Budget Report

70 Fiduciary Funds Group -- Part 1

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

**Fiduciary Funds Group**

Description	Object	FUND: 71		FUND 72		FUND 73	
	Code	ASSOCIATED STUDENTS TRUST FUND	REPRESENTATION FEE TRUST FUND	Actual	Budget	Actual	Budget
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	991,781	1,100,900				
<b>Total Income</b>		991,781	1,100,900	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000	370,071	504,099				
Other Operating Expenses and Services	5000	595,692	778,215				
Capital Outlay	6000	11,301	15,394				
<b>Total Expenditures</b>		977,064	1,297,708	0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		14,717	(196,808)	0	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000	(24,386)					
<b>Net Increase/(Decrease) in Fund Balance</b>		39,103	(196,808)	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	1,144,256	1,183,359		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	1,144,256		0		0	
<b>Ending Fund Balance, June 30</b>		1,183,359	986,551	0	0	0	0

Annual Financial and Budget Report

70 Fiduciary Funds Group -- Part 2

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

Fiduciary Funds Group

Description	Object	FUND: 74		FUND 75		FUND 76	
	Code	FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100	53,444,995	73,375,000				
State Revenues	8600	7,933,622	8,680,237				
Local Revenues	8800	840,162	850,000				
<b>Total Income</b>		62,218,779	82,905,237	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		62,218,779	82,905,237	0	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000	62,261,770	83,022,815				
<b>Net Increase/(Decrease) in Fund Balance</b>		(42,991)	(117,578)	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	624,287	580,296		0		0
Prior Years Adjustments	9020	(1,000)					
Adjusted Beginning Balance	9030	623,287		0		0	
<b>Ending Fund Balance, June 30</b>		580,296	462,718	0	0	0	0

Annual Financial and Budget Report

70 Fiduciary Funds Group -- Part 3

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

960 RIVERSIDE

For Actual Year: 2017-2018

Budget Year: 2018-2019

**Fiduciary Funds Group**

Description	Object	FUND: 77		FUND 79	
	Code	DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
<b>REVENUES:</b>					
Federal Revenues	8100				
State Revenues	8600				
Local Revenues	8800				
<b>Total Income</b>		0	0	0	0
<b>Expenditures</b>					
Academic Salaries	1000				
Classified Salaries	2000				
Employee Benefits	3000				
Supplies and Materials	4000				
Other Operating Expenses and Services	5000				
Capital Outlay	6000				
<b>Total Expenditures</b>		0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	0	0
<b>Other Financing Sources</b>	8900				
<b>Other Outgo</b>	7000				
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	0	0
<b>Beginning Fund Balance:</b>					
Net Beginning Balance, July 1	9010		0		0
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	0		0	
<b>Ending Fund Balance, June 30</b>		0	0	0	0



Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2017-2018

District ID: 960

Name: RIVERSIDE

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
32	CAFETERIA FUND	11	UNRESTRICTED SUBFUND	105,045

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010						
Adjustments	9020						
Adjusted Beginning Balance	9030		0			0	
Actual Fiscal Year Data							
State Lottery Proceeds:	8681		4,773,020			1,771,052	
		Instructional & Institutional Unrestricted				Instructional Materials Propostition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
<b>Expenditures</b>							
Academic Salaries	1000				0		0
Classified Salaries	2000		3,281,954		3,281,954		3,281,954
Employee Benefits	3000		1,902,601		1,902,601		1,902,601
<b>Supplies &amp; Materials</b>	4000						
Software	4100				0	2,493	2,493
Books, Magazines, & Periodicals	4200				0	2,988	2,988
Instructional Supplies & Materials	4300				0	1,280,780	1,280,780
Noninstructional Supplies & Mtrls	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	1,286,261	1,286,261
Other Operating Expenses and Services	5000		39,383		39,383	165,551	204,934
Capital Outlay	6000						
Library Books	6300				0	319,240	319,240
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	319,240	319,240
Other Outgo	7000				0		0
<b>Total Expenditures</b>		0	5,223,938	0	5,223,938	1,771,052	6,994,990
<b>Ending Balance</b>					(450,918)	0	(450,918)

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		
Lottery Adjustments and Proceeds:							
Net Beginning Balance, July 1	9010		(450,918)				
Adjustments	9020						
Adjusted Beginning Balance	9030		(450,918)			0	
Budget Fiscal Year Data							
State Lottery Proceeds:	8681		4,700,000			2,583,582	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
<b>Expenditures</b>							
Academic Salaries	1000				0		0
Classified Salaries	2000		3,899,970		3,899,970		3,899,970
Employee Benefits	3000		2,584,733		2,584,733		2,584,733
<b>Supplies &amp; Materials</b>	4000						
Software	4100				0	2,814	2,814
Books, Magazines, & Periodicals	4200				0	1,227	1,227
Instructional Supplies & Materials	4300				0	2,017,253	2,017,253
Noninstructional Supplies & Mtrls	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	2,021,294	2,021,294
Other Operating Expenses and Services	5000				0	171,227	171,227
Capital Outlay	6000						
Library Books	6300				0	391,061	391,061
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	391,061	391,061
Other Outgo	7000				0		0
<b>Total Expenditures</b>		0	6,484,703	0	6,484,703	2,583,582	9,068,285
<b>Ending Balance</b>					(2,235,621)	0	

Annual Financial and Budget Report

For Actual Year: 2017-2018

District ID: 960

Name: RIVERSIDE

<b>EPA Revenue</b>	23,420,013
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Activity Classification	Activity Code	Salaries and Benefits	Operating Expenses	Capital Outlay	Total
		(Obj 1000-3000)	(Obj 4000-5000)	(Obj 6000)	
Instructional Activities	0100-5900	23,203,583	216,430	0	23,420,013
<b>TOTAL</b>		23,203,583	216,430	0	23,420,013

Annual Financial and Budget Report

For Actual Year: 2017-2018

Budget Year: 2018-2019

District ID: 960

Name: RIVERSIDE

Fiscal Year	STRS	PERS	Total	Increase	
	Amount	Amount		Amount	Rate
2015-16	7,577,189	4,659,461	12,236,650	N/A	N/A
2016-17	9,016,918	5,583,159	14,600,077	2,363,427	19.31%
2017-18	11,175,507	7,120,383	18,295,890	3,695,813	25.31%
2018-19	14,509,586	10,235,083	24,744,669	6,448,779	35.25%
2019-20	16,595,840	12,143,909	28,739,749	3,995,080	16.15%
2020-21	18,197,251	14,134,634	32,331,885	3,592,136	12.50%

<b>Does the district have a plan to fund these expenses through 2020-21?</b>
Yes
<b>Explain Yes or No</b>
The increase in pension expenses will be funded by general operations through FY 2020/20201.

## Agenda Item (VIII-B-1)

Meeting 10/16/2018 - Regular

Agenda Item Committee - Teaching and Learning (VIII-B-1)

Subject Proposed Curricular Changes

College/District District

Funding

Recommended Action It is recommended that the Board of Trustees approve the proposed curricular changes for inclusion in the college catalogs and in the schedule of class offerings.

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### Background Narrative:

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

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning

### Attachments:

[Proposed Curricular Changes](#)

## Proposed Curricular Changes

Course_Proposal Type	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
<b>Course Deletion</b>					
Course Deletion	Riverside City	ART	3	Art for Teachers	This class is not a required course or elective for any of our pathways, degree programs, or certificates in the Art discipline. It was created and offered as an elective in Early Childhood Education, but has not been able to fill in the last several years, as it is not required for any ECE degree. Rather than have it in our catalogue as part of the Art offerings, in consultation with ECE, we have decided to delete the class. ECE is directing students to other studio classes in its place that are required part of their certificate.
Course Deletion	Riverside City	ART	8	Mexican Art History	As part of program review, ART 13 and ART 14 were developed to be part of ADT pathways. The content from ART 8 were incorporated into the year sequence of ART 13/14. As a result, ART 8 has not been offered, and the proposal is to delete the course from RCC/RCCD inventory.
Course Deletion	Moreno Valley	CAT	60	Introduction to Microsoft Access	Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.
Course Deletion	Norco	CAT	60	Introduction to Microsoft Access	Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.

## Proposed Curricular Changes

Course_Proposal Type	Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Number	Course Title	Course Rationale
Course Deletion		Riverside City	CAT	60	Introduction to Microsoft Access	Course is inactive and not offered in the last 2 years. It is not on any program certificates. Two other CAT/CIS courses cover the introductory content.
Course Deletion		Moreno Valley	FIT	C2C	Command 2C, High Rise Fire Tactics	This course has not been reviewed/revised since 2007. Title V requires all course outlines of record be reviewed/revised every six years with Career and Technical Education courses every two years. Therefore this course is out of compliance and needs to be revised.
Course Deletion		Moreno Valley	FIT	M1	Fire Management 1, Management/Supervision for Company Officers	This course has not been offered in 2 years. The curriculum is now covered, with more up to date content, in other courses.
<b>Course Major Modification</b>						
Course Major Modification		Riverside City	BUS	72	Quantitative Methods for Business	Update curriculum.
Course Major Modification		Riverside City	CUL	38	Advanced Culinary Arts	Update SLOs, bring course up to date.
Course Major Modification		Norco	MAN	77	Electrical Theory	modified to match the x-listed courses ELE/ELC-77.
<b>New Course</b>						
New Course		Riverside City	ADM	84A	Screen Printing	To align with print industry standards and to utilize the new press equipment the department has acquired, this course is being created.
New Course		Riverside City	ADM	84B	Screen Printing, Advanced	To align with print industry standards and to utilize the new press equipment the department has acquired, this course is being created.



## Proposed Curricular Changes

Course_Proposal Type Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
New Course	Riverside City	ART	91	Art History of the Photographic Image	<p>This course creates an important bridge between two distinct programs at RCCD, Photo, a CTE skilled trade, and Art, an aesthetic program. It is important to explore photography development from evolving technological and technical processes, and understand why the “nature” of the medium has been subject to debate ever since its inception in 1839. Is photography document, art, or science? This courses designed to examine the use of photography for aesthetic, documentary, and “scientific” purposes, stylistic shifts in photography related to aesthetic interests, and interpretations of subject matter based on social and cultural concerns at specific moments in history.</p>
New Course	Riverside City	ART	92	Visual Description	<p>The Art Department met with UC Riverside's articulation officer for the Arts and the chair of the UCR Art History program to discuss a pathway for RCC students interested in art history. This class was mentioned as a necessary component of an undergraduate art education and we were strongly encouraged to develop this in our curriculum as part of our articulation agreement. The agreement is pending the approval of this type of class. This is not meant to be a replacement for an English class, rather like all art history coursework, English 1A will be highly recommended prior to taking this class.</p>

## Proposed Curricular Changes

Course_Proposal Type	Proposal Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
New Course		Riverside City	ART	93	Rome: The Ancient City	A necessary class for our Art History students in their pathway to a UC.
New Course		Riverside City	BIO	40	Biometrics	As part of the STEM project, RCC was contacted by the California State Polytechnic University at Pomona to develop a transferable statistical application course, which is equivalent to their Biometrics course (BIO 211/211L). This course is designed for science majors where statistical analysis is fundamental to their research. CPP's course has a statistics and biology prerequisite, and this proposed course has both statistics (MAT 12) and majors-level biology (both BIO 11 and BIO 12) as prerequisites, in order to transfer.
New Course		Moreno Valley	GUI	47A	Introduction to Career Exploration	The counseling discipline created this course as a response to the demand of new students transitioning from high school and other new students undecided about their career pathway or college major. The students need to be knowledgeable in choosing a career pathway and college major for the purposes of creating a comprehensive student educational plan (CSEP) by completion of 15 semester units to align with Student Success and Support Programs (SSSP) plan and California Guided Pathways Project to significantly improve student outcomes.
<b>Course Inclusion</b>						

# Proposed Curricular Changes

Course_Proposal Type Title	Course_Campus (Multi) Title	Course_Subject Code	Course Course Number	Course Title	Course Rationale
Course Inclusion	Norco	ENG	47	Inlandia: Regional Writing About the Inland Empire	Expands the transferable options at Norco college; plan to add the course to the AD-T in English; connects with civil engagement and supports emerging interest in communications.
<b>Program Modification</b>					
Program Modification AD-T	Norco			Spanish for Transfer	Remove SPA-1H, 2H, and 3N which were recently approved for exclusion from Norco College's inventory.

**PROGRAM OUTLINE OF RECORD  
NEW DEGREE**

**Associate in Arts in Spanish for Transfer Degree**

College: N

SHORT DESCRIPTION OF PROGRAM

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

PROGRAM LEARNING OUTCOMES:

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

<b>Required Courses (20 units)</b>		<b>Units</b>
SPA 1* / <del>1H</del> *	Spanish 1 / <del>Honors Spanish 1</del>	5
SPA 2* / <del>2H</del> *	Spanish 2 / <del>Honors Spanish 2</del>	5
SPA 3* <del>or 3N</del> *	Spanish 3 <del>or Spanish 3N</del>	5
SPA 4*	Spanish 4	5

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

**Total Units** **23**

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**\*\*Note 2:** If a student places out of any course and is not awarded units for that course, the student will have to take additional units to compensate for the course /units needed to reach at least 18 total units in

the major (per Title 5 regulations). Appropriate course substitutions may be from the List A or the courses listed below. Any other course substitution must be approved by the Spanish department.

\*\*\* **Note 3:** If a student took the AP Spanish Literature and Culture exam and obtained the score of 3, 4, or 5, 3 units of credit can be applied under List A.

<b>ANT-2/2H</b>	Introduction to Cultural Anthropology/Honors	CSU Area D
<b>ANT-5</b>	Cultures of Ancient Mexico	CSU Area D
<b>ANT-8</b>	Language and Culture	CSU area D
<b>ART-13</b>	Pre-Columbian Art History	CSU Area C1
<b>ART-14</b>	Latin American Art: Colonial to the Present	CSU Area C1
<b>COM-12</b>	Intercultural Communication	CSU Area D
<b>GEG-2</b>	Human Geography	CSU Area D
<b>HIS-25</b>	History of Mexico	CSU Area C2 or D
<b>HIS-31</b>	Introduction to Chicano/a Studies	CSU Area C2 or D
<b>SOC-1/1H</b>	Introduction to Sociology/Honors	CSU Area D
<b>SOC-10</b>	Race and Ethnic Relations	CSU area D

## Agenda Item (VIII-B-2)

Meeting	10/16/2018 - Regular
Agenda Item	Committee - Teaching and Learning (VIII-B-2)
Subject	Proposed Photonics Project
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees give direction on the proposed photonics project at Norco College.

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### Background Narrative:

Provided for the Board is an update on the parameters for a feasibility study for the proposed photonics project at Norco College.

Prepared By: Wolde-Ab Isaac, Chancellor  
Susan Mills, Vice Chancellor Educational Services and Strategic Planning

### Attachments:

None.

# Agenda Item (IX-A-1)

Meeting	10/16/2018 - Regular
Agenda Item	Administrative Reports (IX-A-1)
Subject	Resolution No. 06-18/19 Authorizing the Chancellor, or Designee, of the District to Layoff and Reduce Hours of the Classified Service
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees adopt Resolution Number 06-18/19, authorizing the Chancellor, or Designee, of the District to layoff and reduce the hours of the classified service and send appropriate notification to the impacted employee.

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## Background Narrative:

Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant/Accelerated Career and Employment (ACE) Program

The Employment Placement Coordinator position was funded in support of the TAACCT grant at Norco College. The TAACCT grant ended on September 30, 2018. Norco College was able to temporarily maintain the position starting October 1, 2018 by utilizing ACE Program funding. ACE Program funding will end on December 31, 2018. With the expiration of the grant and the loss of funding to support the position, Norco College will be forced to layoff the Employment Placement Coordinator position in the Career & Technical Education Department.

Federal Perkins Grant/Accelerated Career and Employment (ACE) Program

The Marketing and Media Technician position was funded by the Federal Perkins Grant. Grant stipulations do not allow for a position to be maintained after three fiscal years and this position met its maximum time limit on June 30, 2018. The position continued to provide support to the ACE Program starting July 1, 2018. ACE Program funding will end on December 31, 2018 which will force Norco College to reduce the Marketing and Media Technician position in the Career and Technical Education Department by 15%. The remaining .85 FTE will be funded via the local Strong Workforce Program.

Title V Grant

The Supplemental Instructional Coordinator position was originally hired at .488 FTE, funded by the Title V Grant. The position was permanently increased to 1.0 FTE due to program need and availability of carry forward funds. Funding for the additional FTE has been exhausted and the workload has diminished as the SI Program now functions under the Learning Resource Center. With the loss of funding to support the position, Norco College will be forced to reduce the Supplemental Instructional Coordinator position in the Title V Department by 25%.

The office of Human Resources and Employee Relations will continue to meet with the affected employees to advise them of possible re-employment opportunities as they arise.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations  
Diana Torres, Director, Human Resources and Employee Relations

## Attachments:





RIVERSIDE COMMUNITY COLLEGE DISTRICT

Resolution No. 06-18/19

Resolution of the Board of Trustees of Riverside Community College District Authorizing the Chancellor, or Designee, of the District to Layoff and/or Reduce Hours of the Classified Service

WHEREAS, funds and/or work load have been eliminated/reduced; and

WHEREAS, projected funding levels and/or work load for a classified position has been eliminated or reduced, the Governing Board of the Riverside Community College District (“District”) hereby finds it necessary and in the best interest of the District to reduce the classified services as specified below:

<b>Position Title</b>	<b>Department</b>	<b>FTE</b>	<b>College</b>
Employment Placement Coordinator	Career & Technical Education	1.0	Norco
Marketing and Media Technician	Career & Technical Education	0.15	Norco
Supplemental Instructional Coordinator	Title V Office	0.25	Norco

NOW THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED that, the classified positions specified herein shall be eliminated to the extent set forth in accordance with California Education Code §88017;

BE IT FURTHER RESOLVED, DETERMINED, AND ORDERED that the Board of Trustees, Chancellor, or Designee, of the District is authorized and directed to give notice of layoff to all affected employees and to the appropriate exclusive bargaining representative, if applicable, no later than 60 days prior to the effective date of layoff as set forth above.

ADOPTED this 16th day of October, 2018.

\_\_\_\_\_  
President of the Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

## Agenda Item (IX-A-2)

Meeting	10/16/2018 - Regular
Agenda Item	Administrative Reports (IX-A-2)
Subject	Appointment of RCCD Representative on AB86/104 ABout Students Regional Consortium
College/District	District
Funding	
Recommended Action	It is recommended that the Board of Trustees approve the appointment of Thea Quigley, Executive Director, Adult Education and Community Initiative, to represent the District on the AB86/104 ABout Students Regional Consortium for Adult Education.

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### Background Narrative:

Riverside Community College District is a member of the AB86 "ABout Students" Regional Consortium for Adult Education. In AB104 as part of the Budget Act Trailer Bill, the law requires in section 84905 (c), "A member of the consortium shall be represented only by an official designated by the governing board of the member."

The role of the appointed representative is to participate in meetings, planning, and decision making activities, including approval of an adult education plan and approval of a distribution schedule as it relates to services provided by the members of the consortium. Apportionment funds will not be distributed to the consortium until all members have a board approved designee and are approved by the Chancellor of the California Community Colleges and the Superintendent of Public Instruction.

Therefore, we are recommending that the Executive Director, Adult Education and Community Initiative be approved by the Board of Trustees to represent the District in the consortium.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning  
Thea Quigley, Director of Adult Education

### Attachments:

None.

## Agenda Item (IX-A-3)

Meeting 10/16/2018 - Regular  
Agenda Item Administrative Reports (IX-A-3)  
Subject Community Education Proposed Courses  
College/District District  
Information Only

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### Background Narrative:

Presented for the Board's information are proposed Community Education courses that will be available for offering at each of the three colleges.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning

### Attachments:

[Community Education Courses](#)

## Community Education Course Descriptions New course development- fall, 2018

### Using Technology to Create a SMART Home

Do you feel that home automation sounds like a cool idea; but the cycle of installing sounds expensive and complicated? This course is right for you if you say YES to any of the following:

- x Do you want to use your phone or tablet to remotely see who's at your house, arm your alarm, and adjust your lights and more while away from home?
- x Would you like to be able to check on your home, family or pets when you're not there? Don't want to spend lots of time and money on a smart home system that does not work?

This interactive course will introduce you to the technologies and equipment necessary to transform your house into a smart home.

### Introduction to Programmable Logic Controls

A programmable logic controller (PLC) is a specialized computer used to control machines and process. It uses a programmable memory to store instructions and specific functions that include On/Off control, timing, counting, sequencing, arithmetic, and data handling.

### Introduction to Careers in Real Estate

Students study the principles, economic aspects, and laws of real estate, including the information needed to obtain a real estate sales/brokers license and/or for better management of personal real estate investments. Topics include legal descriptions and estates, encumbrances, agencies, contracts, financing, appraisal, escrow and title, leases, urban economics, taxation, and vocational careers.

### Introduction to STEM Careers

Students will develop basic knowledge of the STEM field: Science, Technology, Engineering, and Mathematics, and the importance of STEM in today's job market. Students will be exposed to information on the many locally-available STEM-focused career fields. Students will gain an understand of how people in the STEM field are dedicated to resolving and improving societal, economic, and environmental problems.

## How You Can Afford College

Students will learn how to apply for financial aid, grants and scholarships, complete a budget sheet and consider ways to afford completion of two- and four-year degree programs and beyond.

## Introduction to Apprenticeship

This course is designed to help students build the necessary skills to meet the minimum entry qualifications to enter a trade or apprenticeship program. Women and minorities are encouraged to apply.

## Introduction to Careers in Music

This course has been developed to provide students with the latest instruction on the best way for creators, consumers, and facilitators to navigate the resurgence of one of the world's most exciting industries: the music business. Course offers students the opportunity to learn the fundamental principles of the developing new music business, for now and into the future.

## Basic Equine Care

In this course you will learn about caring for and handling horses safely and correctly and gain confidence at the same time. Horse enthusiasts of all levels can benefit from this course, whether you are a horse breeder, trainer, owner of one horse — or even if you don't own a horse!

## Getting Back in the Job Market

When re-entering the workforce after a long period of unemployment, it's important to explore your career goals and any gaps in skills that you need to close in order to meet those goals. In this class, you will determine your interests, strengths, and skills needs and gain the confidence to return to the workforce stronger than ever.

## Activities for You and Your Toddler

Course Includes sensory activities, art and craft ideas, material explorations, and other fun toddler activities. Each week, your child will explore a different aspect of his/her sensory system through fun sensorimotor activities that promote cognition, visual motor skills, communication, and fine and gross motor development.

## Senior Consumer Awareness

The goal of the Senior Consumer Awareness course is to educate seniors about ways to recognize and avoid common scams and ways to avoid becoming victims of consumer fraud.

## Writing a Great College or SAT Essay

This course teaches you how to write a successful college essay with a clear, step-by-step approach. Because GPAs and standardized test scores don't tell your full story, the college essay is your #1 chance to show admission officers who you are. In this course, you'll learn the role of the college essay in the admission process, choose a topic, develop your unique "position" as an applicant, write a rough draft, and ultimately turn it into a polished final draft that you can proudly submit.

## Extraordinary Customer Service

How to give the best customer service in your industry and keep those customers raving about your business. This course takes you through the importance of customer service and how to create systems to implement phenomenal customer service within your own business.

## Basic Bicycle Maintenance and Repair

Our Basic Bicycle Maintenance and Repair course is designed with the beginning mechanic in mind. Here you will learn the basics of maintaining your bicycle, from simple bearing system overhauls to tune-ups. This course will help make you a self-sufficient cyclist, enabling you to perform the most common procedures.

## Home Buying for Beginners

At the end of this course, students will be prepared to purchase their first property having considered financial implications, understanding the benefit of getting FREE professional help, building a team and having a plan to buy a house they can afford and feel comfortable buying.

## Organizing Your Life, Clear the Clutter

A simple, step-by-step system for organizing your life, being more productive & achieving your dreams. Create, plan, and complete multi-action projects easily and efficiently.

## Emergency Preparedness 101

Learn how to be prepared for a variety of emergency scenarios. Preparation is an essential element to survival. This Emergency Preparedness course will help you be prepared and ready for the next time you are faced with an emergency/survival scenario. You will learn about various types of preparedness and how to address a variety of emergency situations.

## Introduction to App Creation

This course will take you through the product creation journey, from generating a successful app idea all the way through to the structured output that developers will need to create it. It represents the stepping stone between a semi formed app idea and one that is clearly defined and ready for development.

## Introduction to Careers in Gaming

Game designers work with a team developing and designing video games. Game designers are an important part of a comprehensive team of designers and developers that coordinate the complex task of creating a new video game. Game designers have duties like designing characters, levels, puzzles, art and animation. They may also write code, using various computer programming languages. This course introduces everything you need to know to get started in the field of Game Development and Design.

## Introduction to Careers in Manufacturing

Introduction to Careers in Manufacturing is a course that specializes in how people use modern manufacturing systems with an introduction to manufacturing technology and its relationship to society, individuals, and the environment and the many careers available in this growing and exciting field.

## Watercolor Painting

In this course you will learn the basics of one of the most enduring art forms in our culture: watercolor painting. It is the easiest way of expressing yourself through art and has a long history of teaching great painters their first lessons in subjects ranging from proper technique to design principals.

## Design for Your Home (basic design principles)

This course will give you a quick and easy overview of the design process. You'll learn the principles of design -- color, texture, scale and balance and how to apply them to any room or a whole house. The course content provides a framework in which to start redecorating or decorating and the general knowledge about the basics of interior design that you can easily learn and put into practice.

## Theater for Adults

Learn the fundamentals of acting through exercises in basic improvisation skills, scene study and monologues. Explore and develop all the actor's artistic tools: body, voice and imagination. Whether you're seeking personal growth and development or would like to polish communication skills, gain a little spontaneity or just to try something new, this is the class for you. There's no pressure; it's all about relaxing and enjoying the acting experience—and making new friends along the way.

## Introduction to Careers in Facilities Management

Facilities management is a wide-ranging industry that's always in demand and offering competitive wages and relatively easy entry points. With more buildings and companies springing up in cities across the country, and more educational programs to help you advance in the field, now is the perfect time to pivot to a fruitful career in facilities management. This course will explore the industry and careers in Facilities Management.

## Basic and advanced Wiring Controls

This course is for anyone who wants to know more about the all-important electricity that brings the power to run modern life. Even though electrical wiring appears complicated, we have simplified things for you by using simple wiring diagrams which clearly illustrates all the basic components of electrical wiring. At the end of this course you will be in a position to know exactly what your electrician is supposed to do in your house and even be able to troubleshoot minor electrical problems yourself.



## Agenda Item (IX-A-4)

Meeting 10/16/2018 - Regular  
Agenda Item Administrative Reports (IX-A-4)  
Subject Moreno Valley College, Norco College and Riverside City College Catalogs  
College/District District  
Information Only

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### Background Narrative:

Present for the Board's information are the catalogs for Moreno Valley College, Norco College and Riverside City College. The web links for the catalogs are listed below.

Prepared By: Susan Mills, Vice Chancellor Educational Services and Strategic Planning

### Attachments:

[Moreno Valley College](#)  
[Norco College](#)  
[Riverside City College](#)

**MORENO  
VALLEY  
COLLEGE**

2018 - 2019

# CATALOG



[www.MVC.edu](http://www.MVC.edu)

# RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

**Wolde-Ab Isaac, Ph.D., Chancellor  
Riverside Community College District**

**Robin L. Steinback, Ph.D., President  
Moreno Valley College**

## **BOARD OF TRUSTEES**

Tracey Vackar . . . . . President  
Janet Green . . . . . Vice President  
Mary Figueroa . . . . . Secretary  
Bill Hedrick. . . . . Member  
Virginia Blumenthal . . . . . Member  
Jacob Alexander Velasquez. . . . . Student Trustee 2018-19

All information contained in the 2018-19 Catalog is current as of September 2018. 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](http://www.rccd.edu).

The catalog contains policies and/or procedures that are current at the time of printing. However, policies and procedures are continually being updated. In order to be sure it is the most recent language, please check the latest online version at: <http://www.rcc.edu/administration/board/Pages/BoardPolicies.aspx>.

The Riverside Community College District complies with all federal and state rules and regulations and does not discriminate on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. This holds true for all students who are interested in participating in education programs and/or extracurricular school activities. Limited English speaking skills will not be a barrier to admission or participation in any programs. Harassment of any employee or student with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race, color, ancestry, genetic information, sexual orientation, physical or mental disability, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited. Inquiries regarding compliance, and/or grievance procedures may be directed to the District's Title IX Officer/Section 504/ADA Coordinator at (951) 222-8039, 3801 Market Street, Riverside, CA 92501.

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

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## PRESIDENT'S MESSAGE

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You have selected an excellent institution of higher education in your journey to academic completion and life-long success. Moreno Valley College is excited to play a part in your educational journey. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at the College want your educational experience to be extraordinary.

We know your time and resources are precious. Therefore, select courses in a way that maximizes your ability to complete your degree, certificate, and/or university transfer objective as effectively and as rapidly as you are able. This catalog will assist in maneuvering your completion goal. This catalog provides a comprehensive overview of the institution and includes essential information in order to complete your education. 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. If you need help from your counselor, by all means consult them. We are all here to help you succeed.

Robin L. Steinback, Ph.D.  
President





## RIVERSIDE COMMUNITY COLLEGE DISTRICT MORENO VALLEY COLLEGE

16130 Lasselle Street  
Moreno Valley, California 92551-2045  
(951) 571-6100  
[www.mvc.edu](http://www.mvc.edu)



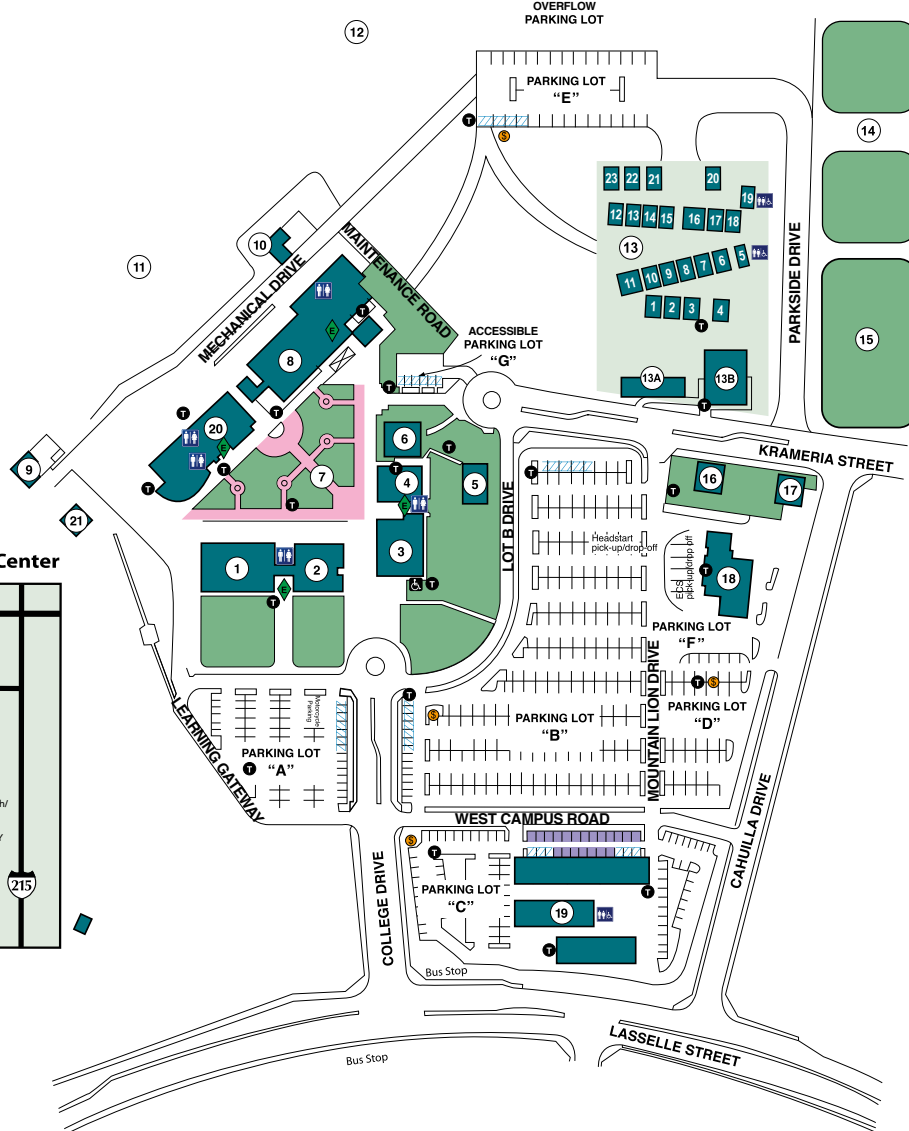
- **Moreno Valley College**  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045  
 (951) 571-6100
  
- **Norco College**  
 2001 Third Street  
 Norco, CA 92860-2600  
 (951) 372-7000
  
- **Riverside City College**  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000
  
- ★ **Ben Clark Training Ctr.**  
 16791 Davis Avenue  
 Riverside, CA 92518  
 (951) 571-6300
  
- **RCCD Office of Economic Development (OED)**  
 23555 Meyer Drive  
 Riverside, CA 92518  
 (951) 571-6474
  
- **Rubidoux Annex**  
 4250 Opal Street  
 Jurupa Valley, CA 92509  
 (951) 328-3790
  
- **Centennial Plaza:**  
 Center for Social Justice  
 and Civil Liberties  
 3855 Market Street  
 Riverside, CA 92501
  
- **RCC Coil School for the Arts**  
 3890 University Avenue  
 Riverside, CA 92501
  
- **RCC Culinary Arts Academy & RCCD District Offices**  
 3801 Market Street  
 Riverside, CA 92501  
 (951) 222-8800

\* Map not to scale



**Moreno Valley College**  
 Riverside Community College District  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045

- Emergency Telephones
- Elevators
- Restrooms
- Free Speech Area
- Accessible Parking
- Patient Parking
- Parking Pay Station



**Ben Clark Public Safety Training Center**



- Classrooms 1-38
- Classrooms A-L
- Student Assessment/Resource Center
- Parking

updated 09/17

- |   |  |  |   |
|---|--|--|---|
| <p><b>1. LIBRARY (LIB)</b><br/>                 Disabled Student Services<br/>                 Classrooms<br/>                 Library<br/>                 Middle College High School Office</p> <p><b>2. STUDENT SERVICES (STU)</b><br/>                 Admissions<br/>                 Assessment Center<br/>                 Career and Transfer Center<br/>                 Classrooms<br/>                 Counseling Services<br/>                 Dean of Student Services<br/>                 E.O.P.S. / CARE<br/>                 Evaluations<br/>                 Financial Aid<br/>                 Puente<br/>                 Student Financial Services<br/>                 Upward Bound Math and Science (UBMS) TRIO<br/>                 Vice President Student Services</p> <p><b>3. SCIENCE AND TECHNOLOGY (SCI)</b><br/>                 Academic Counseling and Educational Support (ACES) TRIO<br/>                 Classrooms<br/>                 Dean of Grants and Equity Initiatives<br/>                 Guardian Scholars</p> | <p>MakerSpace/STEM/STEM Center<br/>                 Umoja</p> <p><b>4. LIONS DEN CAFÉ</b></p> <p><b>5. STUDENT ACTIVITIES CENTER</b><br/>                 ASMVC Student Government</p> <p><b>6. BOOKSTORE</b></p> <p><b>7. JOHN M. COUDURES, JR. PLAZA</b></p> <p><b>8. HUMANITIES (HM)</b><br/>                 Academic Departments<br/>                 • Business and Information Technology Systems<br/>                 • Communications<br/>                 • Humanities, Arts and Social Sciences<br/>                 • Mathematics<br/>                 • Science and Kinesiology<br/>                 Classrooms<br/>                 Counselors<br/>                 Dean of Student Services (Counseling)<br/>                 Math Lab<br/>                 Meeting Room (HUM 234)<br/>                 Open Computer Lab<br/>                 Workforce Prep/CalWorks<br/>                 Writing and Reading Lab</p> <p><b>9. PHASE I MECHANICAL BUILDING</b></p> <p><b>10. PHASE II MECHANICAL BUILDING</b></p> <p><b>11. EDMUND C. JAEGER DESERT INSTITUTE</b></p> <p><b>12. CROSS COUNTRY TRACK</b></p> | <p><b>13. PARKSIDE COMPLEX (PSC)</b><br/>                 1 College Police/Parking Services<br/>                 2 Faculty Offices<br/>                 3 Classroom<br/>                 4 Classroom<br/>                 5 Restroom<br/>                 6 Health and Psychological Services<br/>                 7-10 Classrooms<br/>                 11 Music<br/>                 12 Classroom<br/>                 13 Veterans Resource Center<br/>                 14A Meeting Room<br/>                 14B Human Services Program<br/>                 15 Dean of Instruction-Career &amp; Technical Education<br/>                 16 Classrooms<br/>                 17 Human Services Food Bank<br/>                 18 Classroom<br/>                 19 Restroom<br/>                 20 Medical Assisting Classroom/Lab<br/>                 21 CTE Faculty<br/>                 22-23 Classrooms</p> <p><b>13A. PSC WAREHOUSE</b><br/>                 Facilities Office<br/>                 Mailroom</p> <p><b>13B. PSC MULTIPURPOSE BUILDING</b></p> <p><b>14. SPORTS FIELDS</b></p> | <p><b>15. COLLEGE PARK</b></p> <p><b>16. ADMINISTRATION ANNEX</b><br/>                 First Year Experience (FYE)<br/>                 Outreach Department</p> <p><b>17. HEADSTART</b></p> <p><b>18. EARLY CHILDHOOD EDUCATION CENTER (ECEM)</b></p> <p><b>19. DENTAL EDUCATION CENTER (DEC)</b></p> <p><b>20. STUDENT ACADEMIC SERVICES (SAS)</b><br/>                 Assembly Room<br/>                 Associate Dean, Academic Support<br/>                 Center for Professional Development<br/>                 Classrooms<br/>                 Dean of Grants, Business Services<br/>                 Dean, Institutional Effectiveness<br/>                 Dean of Instruction<br/>                 Faculty Offices<br/>                 Faculty Work Room<br/>                 Meeting Rooms<br/>                 President<br/>                 Tutorial Services<br/>                 Vice President, Academic Affairs<br/>                 Vice President, Business Services</p> <p><b>21. NETWORK OPERATIONS CENTER (NOC)</b><br/>                 Technology Support Services</p> |
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## MORENO VALLEY COLLEGE ADMINISTRATION

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**Robin Steinback, Ph.D.**  
President

**Dyrell Foster, Ed.D.**  
Vice President, Student Services

**Nathaniel Jones, III, Ph.D.**  
Vice President, Business Services

**Carlos L. Lopez**  
Vice President, Academic Affairs

**Melody Graveen, Ed.D.**  
Dean of Instruction, Career & Technical Education

**Vacant**  
Dean, Institutional Effectiveness

**Art Turnier**  
Dean of Instruction, Public Safety Education and Training

**MaryAnn Doherty**  
Dean, Grants and Business Services

**Eugenia Vincent**  
Dean, Student Services

**MichaelPaul Wong, Ph.D.**  
Dean, Student Services (Counseling)

**Andrew Sanchez, Ed.D.**  
Dean, Grants and Equity Initiatives

**Anna Marie Amezquita**  
Dean of Instruction

**Ann Yoshinaga**  
Associate Dean, Academic Support

**Edward Alvarez**  
Director, First-Year Experience

**Jamie Clifton**  
Director, Enrollment Services

**Micki Clowney**  
Director, TRIO programs

**Julio Gonzalez**  
Director, Middle College/Outreach

**Donnell Layne**  
Director, STEM Innovation Center/Makerspace

**Susan Tarcon**  
Director, Health Services

**Sandra Martinez**  
Director, Student Financial Services

**Nicole Smith, Ph.D.**  
Director, Disability Support Services

**Robert Beebe**  
Director, Facilities

**Tom Shenton**  
Sergeant, RCCD Police

**Julio Cuz**  
Manager, Technology Support Services

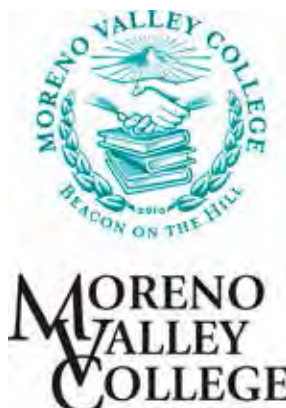
**Vacant**  
Manager, Early Childhood Education Center

**Ken Morgan**  
Assistant Manager, Custodial

**Julie Hlebasko**  
Manager, Food Services

**Ron Kirkpatrick**  
Supervisor, Ground/Facilities

**Jarred Bonilla**  
Manager, Follett Bookstore



## 2018-2019 ACADEMIC CALENDAR

June 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
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August 2018						
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September 2018						
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30						

October 2018						
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28	29	30	31			

November 2018						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
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23	24	25	26	27	28	29
30	31					

January 2019						
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27	28	29	30	31		

February 2019						
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17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
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24	25	26	27	28	29	30
31						

April 2019						
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14	15	16	17	18	19	20
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28	29	30				

May 2019						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31*	

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7**	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

\* May 31- Day Classes Meet/Evening Final Exams for Classes Meeting Friday Late Afternoon and Evenings Only  
 \*\* June 7 - Morning and Early Afternoon Final Exams and Evening Commencement

■ Required Day for New Faculty - August 21

■ FLEX Days  
 Fall: August 22, 23 and 24  
 Spring: February 8

□ Part-time Faculty Orientation to be arranged by college

■ Legal Holiday/Day of Observance

■ Commencement (June 7)

■ Classes Not in Session

■ Summer Session 2018  
 June 18 - July 26 (6 weeks)  
 Weekend Classes: June 23 - July 22

■ Fall 2018  
 August 27 - December 14  
 Weekend Classes: September 1 - December 9

■ Winter Session 2019  
 January 2 - February 7 (6 weeks)  
 Weekend Classes: January 5 - February 3

■ Spring 2019  
 February 11 - June 7  
 Weekend Classes: February 23 - June 2

■ Final Exams  
 Fall: December 8 - 14  
 Spring: May 31 (evening) - June 7 (Morning)

For final exam schedule, refer to the class schedule.  
 Application deadline to walk in the Commencement Ceremony is **April 1, 2019**.

Section I

# GENERAL INFORMATION

## MISSION

Moreno Valley College inspires, challenges, and empowers our diverse, multicultural community of learners to realize their goals; promotes citizenship, integrity, leadership, and global awareness; and encourages academic excellence and professionalism.

To accomplish this mission, we provide comprehensive support services, developmental education, and academic programs leading to:

- Baccalaureate transfer
- Associate degrees in Arts and Sciences
- Certificates in Career & Technical Education fields
- Post-employment opportunities

## 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

### Goal 1: Teaching & Learning

Provide a positive environment and necessary resources to support teaching excellence, learning and the achievement of students' educational goals.

Objectives:

- 1.1 Implement a process to ensure all students have a Comprehensive Student Educational Plan (CSEP) after completing 15 units of degree applicable course work or prior to the third semester of enrollment, whichever comes first.
- 1.2 Decrease time in remediation and ensure students successfully complete degree applicable or transfer courses in English and Math within the first 3 semesters.
- 1.3 Reduce known equity gaps and improve all student achievement rates for certificates, Degrees, and transfer.
- 1.4 Promote innovation in teaching and support of student learning by providing professional development opportunities for employees.
- 1.5 Respond to regional needs through enhancement and development of programs leading to gainful employment.
- 1.6 Focus use of technology on learning

### Goal 2: Sustainability

Create a sustainable learning and working environment that takes into account human, physical, fiscal and technological resources.

Objectives:

- 2.1 Demonstrate sustainable principles throughout the college, restore the natural environment, and celebrate the unique character of the local ecosystem.
- 2.2 Initiate a "green" organizational culture by supporting professional development in sustainability and capitalizing on researched-based learning embedded in the curricula.
- 2.3 Construct systems that promote implementation of sustainable purchasing and business practices leading to better use of resources, conservation, and equity.
- 2.4 Support the technology plan by embedding the effective use of state-of-the-art technology and innovation throughout the college, allowing for regular refresh of technology resources.
- 2.5 Include mid- and long-range fiscal forecasts in planning and resource allocation decisions.
- 2.6 Implement the Comprehensive Master Plan.

### Goal 3: Community Building

Promote an environment where opportunities for personal, social and professional participation advance community and economic development.

Objectives:

- 3.1 Provide professional development opportunities focused on the needs of our diverse, multi-cultural community.
- 3.2 Advance opportunities to understand and reinforce the principles of social justice.
- 3.3 Increase annual participation rates in community service activities among all campus constituents.
- 3.4 Expand partnerships with local industry and develop innovative programs benefiting students and the community.

**Goal 4: Organizational Quality**

Sustain an organizational culture in which information is used to reflect and improve organizational processes that support student learning and achievement.

Objectives:

- 4.1 Ensure the use of qualitative and quantitative information throughout the college.
- 4.2 Evaluate organizational processes on a regular schedule.
- 4.3 Use institutional planning to drive resource allocation.

**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 is 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.

REFERENCES: BP 4030

TITLE 5 SECTION 51023;

ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation

Standard I.C.7 (formerly II.A.7)

Academic Freedom, in its teaching aspect, is fundamental for the protection of the right of the teacher in teaching and of the student's freedom in learning. Academic professionals need the freedom to

explore ideas that may be strange or unpopular, endeavors proper to higher education; while also maintaining the responsibility of related subject matter to the classroom.

College and university teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they 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 they are not speaking for the institution.

**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 2018-19 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

**ACCREDITATION**

Moreno Valley College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC) located at 10 Commercial Blvd. Suite 204, Novato, CA 94949, (415) 506-0234. ACCJC is 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.

Moreno Valley College offers specific programs that are accredited by external accrediting agencies:

1. Dental Assistant and Dental Hygiene – Commission on Dental Accreditation (CODA)
2. Basic Fire Academy/Fire Officer Training – California State Fire Marshall's Office (SFMO)
3. Emergency Medical Technician/Paramedic – Commission for Accreditation of Allied Health Education Programs (CAAHP)

**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
- High school students who are admitted to the District's Middle or Early High School College programs or
- High school students in grades 11th or 12th who have been approved for high school concurrent enrollment or
- International students who have satisfied specific international student admissions requirements by specified deadline.

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

## OPEN ENROLLMENT

BP 5052

References:

Title 5 Section 51006

All courses, course sections, classes, and programs of the District shall be open for enrollment to any person who has been admitted to the colleges. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites, co-requisites, and other limitations on enrollment, or due to other practical considerations, such as exemptions set out in statute or regulation.

## High School/Concurrent Enrollment

Effective Fall 2015, high school students in good standing may be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

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

Students are required to submit the Moreno Valley College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions & Records office or webpage at [www.mvc.edu/services/ar/HS\\_Concurrent.cfm](http://www.mvc.edu/services/ar/HS_Concurrent.cfm)

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

Approved high school students may take up to eight units for fall/spring terms and five units for summer term. High school students are not allowed to take Kinesiology activity classes.

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

Please note students no longer need to reapply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).

Online applications ([www.mvc.edu](http://www.mvc.edu)) can take approximately 24 hours to process (excluding weekends and holidays). The application period for a term closes the first day of the term. For example, the deadline to submit an application for the fall term is the first day of the fall term. Computers and assistance is available in the Admissions and Records office and the Welcome Center.

### Schedule of Classes

The schedule of classes is available at [www.mvc.edu](http://www.mvc.edu). Open classes can also be viewed on WebAdvisor or by visiting the college website approximately six to eight weeks before the term begins.

### Registration

Priority registration is granted to eligible Veterans, former foster youth, EOPS, DSS and CalWORKs students. In addition, college-approved groups may receive early registration access as long as they meet the required criteria.

The order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 to align with the Statewide Student Success Act.

Registration appointments as well as information on holds that may restrict registration may be viewed on WebAdvisor at [www.mvc.edu](http://www.mvc.edu) approximately six to eight weeks before the term begins. Students register thorough WebAdvisor on or after their scheduled appointment date and time. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeals may only be approved once and subsequent appeals will not be considered. Before registering, students must complete any necessary requirements; i.e., Assessment, online Orientation/Counseling. Refer to the section on Matriculation: Are You Exempt From Matriculation for more information. Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on WebAdvisor, mail a check or money order, or pay in person at any of the colleges. See the schedule of classes at [www.mvc.edu/schedule](http://www.mvc.edu/schedule) or fees at [www.mvc.edu/services/ar/fees.cfm](http://www.mvc.edu/services/ar/fees.cfm) for payment and refund deadlines. Your account summary can be viewed or printed on WebAdvisor.

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

### Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the next eligible student will automatically be added and his/her account charged with enrollment and other required fees. Changes in waitlist status are emailed to the student's college email address and are posted in WebAdvisor. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline.

### Procedure for Adding and Dropping Classes

Once a class has begun, a student will need the instructor's permission to add a class. Students may add classes through WebAdvisor using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. Course adds or drops need to be completed by the deadline posted in the class schedule and on WebAdvisor.

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

### Units for Full-Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and six units of credit for the winter/summer sessions. Students who are enrolled in less than 12 units for fall/spring terms or less than six units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum number of units a student may enroll in during the fall and spring semester is 18 units and nine for winter and summer terms. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

### Attendance

Students are expected to attend every session of every course in which they are enrolled. 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.

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

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

### Face-to-Face Courses

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, section 58003, 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The faculty, staff, and administration of RCCD expect students to attend every meeting of all classes for which they are registered. Of particular importance is the first class meeting of the semester during which the instructors of record determine adds and drops. Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the instructor of record. Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the instructor of record. The faculty, staff, and administration of RCCD are therefore strongly recommending that students are present in each of their classes at the start of all of their classes and that students should know and understand the attendance policy for each class in which they are enrolled.

### Distance Education Courses

Online courses do not meet face-to-face, but the importance of regular student engagement and attendance is of particular importance for maintaining a student's place in the class.

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the instructor of record. Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

### Limitations on Enrollment

Moreno Valley College offers 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.

### 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. The District has designated certain courses as pre-collegiate basic skills courses. These courses include reading, writing, computation, and learning skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for an 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

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

### Prerequisites

When a course has a prerequisite, it means a student must have certain knowledge to be enrolled 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 (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 college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

### Advisory

When a course has an advisory, it means there is a recommendation 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 College, or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a Student Request for Official Evaluation form. These forms are available in Counseling. The student must currently be enrolled at a District college. The official evaluation will be completed by the Evaluations Office once 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 new student 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. Students with children in the Child Development Center must obtain a tuberculin skin test or a chest x-ray that is negative for tuberculosis. Their children must also be up to date on their immunizations of DPT, MMR, and TOPV.

### Student Success and Support Program (SSSP)

The Student Success and Support Program (formerly known as the matriculation program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. First-time going college students must complete assessment, orientation and counseling prior to registering for classes.

### Orientation/Counseling

First-time college students must complete a freshman online orientation/counseling session prior to taking an assessment and registering for courses. Orientation can take place online or in person at one of the college’s many Transition to Success Programs ([www.mvc.edu](http://www.mvc.edu)). Transition to Success sessions allow new students who have already completed the CCCApply application to complete orientation, assessment, counseling, and registration all at once in a one stop session. The Orientation portion of Transition to Success introduces students to services an educational programs at Moreno Valley College. Counselors and peer leaders are available to answer questions, provide new students with information on registration procedures and placement results, and assist students in developing their first semester educational plans.

Orientation can also be completed online using the link provided to new students on WebAdvisor. The online session introduces students to services and educational programs at Moreno Valley College, provides students with information on registration procedures and placement results and assist students in developing their first semester educational plans. Students will be able to access the online orientation and advisement session 48 hours after the completion of the college application.

If you want to do the orientation on-line, to access the session please log on to your WebAdvisor account and click on the online orientation link under the academic planning header. Students who want to do online orientation should make an appointment to take an assessment after completing the orientation presentation. If you have any further questions, please call (951) 571-6104 or stop by Counseling.

### Assessment to Determine Course Placement

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 Disability Support Services. To request this service, call (951) 571-6138.

Most new students are required to take an assessment test during Transition and Success or after completing the online Orientation. This step must be completed before counseling appointments can be made or enrollment into any classes. A combination of high school GPA and courses taken in high school is used for placement into English and reading courses; and a combination of high school achievement and performance on the Accuplacer test is used for placement into math courses. 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 [www.mvc.edu/services/assessment/appts.cfm](http://www.mvc.edu/services/assessment/appts.cfm). 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.

Photo identification is required in order to test. A state or federal issued driver's license is preferred, but passports and a high school ID are 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 be 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 Moreno Valley College Assessment Center. An Outside Placement Evaluation form must also be submitted with a copy of test scores. Processing can take up to five working days.

Extensive information on assessment testing, test preparation, details of tests available, sample questions and hours of operation are available at [www.mvc.edu/assessment](http://www.mvc.edu/assessment). Assessment tests are meant to be a one-time only assessment of a student's skills and abilities upon initial entry into the College.

Students may appeal to retake the placement test:

- After 12 months has passed from previous tests and a student has not started the course sequence
- Based on compelling evidence that the initial placement level is not an accurate reflection of the student's abilities
- After proof of appropriate academic intervention has occurred
- After successfully completing a math or English sequence course with at least a "C" or "P" grade, a student can retake the math or English placement test

Please Note: Retesting is limited to once per five-year period for the math or English placement tests.

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.

Consult a counselor or visit the Assessment Center website at [www.mvc.edu/assessment](http://www.mvc.edu/assessment). If you have questions regarding the matriculation process, please contact the Counseling office at Moreno Valley (951) 571-6104.

It is strongly recommended that students enroll in an appropriate composition course (English 1A or 1A+91--for the Fall 2018 semester, ENG 50 or 80 may also be chosen, but ENG 50 and ENG 80 will likely be discontinued). Students who do not meet Riverside Community College District's reading competency requirement should enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken. Development of competent reading and writing skills is necessary for success as more and more courses put increasing emphasis on the ability to read at a college level and to write clear, correct English.

### Counseling for Continuing Students

Continuing students who have completed Orientation, Assessment, and initial educational counseling are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of previous 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 Comprehensive Student Educational Plan (CSEP).

Students pursuing certificate or degree programs, either associate or baccalaureate, should see a counselor each semester to review their Comprehensive Student Educational Plan (CSEP).

#### 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 instructors 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.

### Challenge to Prerequisites and Corequisites

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 working days. If the challenge is upheld or the District fails to resolve the challenge within the five 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 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 that are less than 90 days old and sealed in an envelope from the original institution.

### Comprehensive Student Educational Plan (CSEP)

Every student is required to have a Comprehensive Student Educational Plan (CSEP). 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 Comprehensive Student Educational Plan (CSEP). Students who have attended other college(s) must request to have an official transcript(s) sent to Moreno Valley College before scheduling counseling appointments or requesting a Comprehensive Student Educational Plan (CSEP). 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 Comprehensive Student Educational Plan (CSEP).

A student's education 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 invited to discuss personal goals with a college counselor.

### FEES/RESIDENCY REQUIREMENTS

#### ALL FEES ARE SUBJECT TO CHANGE DUE TO STATELEGISLATIVE 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. 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. Nonresident students are required to pay non-resident tuition in addition to the resident enrollment fees.

Out-of-country nonresidents, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee and nonresident fees. International applicants pay an admission application fee and health insurance fee.

### AB 540 Nonresident Fee Waiver

A student who qualifies for the Nonresident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee. Students who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements, and is physically present in California, shall be exempt from paying nonresident 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) obtained in the state of California.
3. In the case of a person without lawful immigration status, an affidavit (available from the Admissions office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is eligible to do so. Student information obtained in the implementation of this section is confidential.

In addition, the student must be physically present in California to be eligible for AB540. A student who meets the qualifications for the Nonresident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees.

### SB141 Non-Resident Fee Waiver

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

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

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

### Health Fee

Every student, including those who qualify for a California College Promise Grant (CCPG), formerly known as the BOG Fee Waiver, 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 & Records office.

### Parking

Parking permits are purchased through WebAdvisor at [www.mvc.edu](http://www.mvc.edu). Permits can also be ordered on a campus computer and paid for at the Cashier's office. Parking permits purchased through WebAdvisor can be paid via online or in person at the Cashier's office. Parking spaces are provided to the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended the first two weeks of the fall and spring semesters and the first week of the summer session.

### Transportation Fee

The transportation fee provides free transportation on RTA fixed routes for Riverside City College and Moreno Valley College students. 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 CHANGE**

### 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 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 for out-of-print materials; 2) A processing fee of \$10; and 3) Any overdue fines (the maximum overdue fine for reserve materials is \$20 and the maximum overdue fines for circulating items are \$10).

### Refunds

If the item is returned after the bill is issued (within one year), the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

### Library Card Fees

Community members who are 16 years or older may purchase a library card for \$5 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 choices for students from purchasing used and new textbooks to a book rental program, as well as digital options. In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first class 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 the semester/term only with a store receipt. If you drop a class, you have two weeks from the start of the class to return textbooks in order to receive a full refund. The book must be in the same condition as when purchased. Returns/exchanges also require an original receipt. The bookstore will buy back textbooks from students. Bring textbooks, along with your student identification, in order to determine a 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.

### Enrollment Verification

Students may request an Enrollment Verification form from Admissions & Records to verify course enrollment (hours and unit value), fees, grade point average and student enrollment status in any given term. The first two enrollment verification forms are free of charge, each request thereafter is \$2. Refer to Units for Full-time/Part-time Status for details.

### TRANSCRIPTS

The District has partnered with Credentials Solutions to provide students with TranscriptsPlus ordering services. Students should be aware of the following before submitting an official transcript request. The first two official transcript requests are free. Each order can facilitate a maximum of five individual transcript requests.

The RCCD transcript includes coursework completed at Riverside City College, Norco College and Moreno Valley College. It is the student's responsibility to check on the completion of grade changes and the posting of degrees and final grades. Students should login to WebAdvisor and view their unofficial transcript to verify the accuracy of their information before submitting a request for an official transcript. The processing time of your transcript request will be extended an additional 7 to 14 business days if you request a General Education Certificate. Students who do not know if they should request a General Education Certificate should read the descriptions below. Transcripts not picked up within 90 days will be destroyed.

### Other Transcripts

Transcripts from other accredited institutions, submitted as official documentation of a student's record, must be printed no more than 90 days ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have coursework 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 other accredited institutions will be required. Students planning to graduate from Moreno Valley College and needing to use courses from another college/university as a prerequisite must submit 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 non-immigrant alien students on F-1 student visas for study toward an Associate of Arts or Science degree and for certificate programs. About 300 students from 60 countries regularly attend RCCD each semester, with the majority transferring to four-year institutions. 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 who withdraws from a class during the first two weeks of instruction of a 16-week course or before 10 percent of a short term course has passed. See My Class Schedule on WebAdvisor at [www.mvc.edu](http://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 his/her financial obligation owed to the District. Any item or items will be released when the student satisfactorily meets the financial obligation.

### 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 the 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 nonresident tuition. A qualified Veteran and/or dependent who resides in California and is attending a California school within three years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

### Cal Vet Fee Waiver

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 Department of Veterans Affairs determines the child eligible; (3) Any dependent, or surviving spouse who has not remarried, of any member of the California 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 Medal of Honor recipient and children of Medal of Honor recipients under the age of 27 may qualify. Applicants are subject to both income and age restrictions. Students who feel they may be eligible for a fee exemption should contact the local County Veterans Office for more information.

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

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the dean of student services, vice president of student services, and then to the president. The final appeal a student can make is to the Board of Trustees.

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

## ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District and Moreno Valley College. 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, 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 grade point average. Courses and grades remain on the student's permanent academic record. Petition forms are available online at [www.mvc.edu/forms](http://www.mvc.edu/forms).

The policies are as follows:

1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student's present ability and level of performance, will be disregarded.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.
3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no substandard units for work taken during the alleviated

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

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

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

## COURSE PREREQUISITES AND COREQUISITES

Course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. A combination of the Accuplacer assessment test and 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. 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 & 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 Office in the Student Services Building.

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.

## FERPA-DIRECTORY INFORMATION

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status (e.g., full-time/part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received. Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students with RCCD may go to the Student Services office at Moreno Valley or Admissions & Records at Norco College or Riverside City College and request to have directory information withheld.

## 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 units during intersessions. Dismissal students will be limited to five units during intersession.

## Standards for Probation

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

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in 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 percent.
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 a 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 (Counseling) 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 percent or more of 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.
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 percent 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 percent.

## STANDARDS OF STUDENT CONDUCT

References: BP 5500  
Ed Code Section 66300, 66301, 76033;  
Accreditation Standard II.A.7.b  
Health and Safety Code Section 11362.79  
34 C.F.R. Part 86, et seq.

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm. Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District police shall be called by the receiver of the threat or anyone on behalf of the receiver.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including, but not limited to, any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or 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 (1) of section 422.6 of the Penal Code, or any other status protected by law.

10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty include, but are not limited to:
  - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
  - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
  - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
  - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
  - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
  - f. Buying or selling authorization codes for course registration access.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression which is obscene, libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including, but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District offsite class, or during any District sponsored activity, trip or competition.
  - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

### Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deals with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each college will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Vice President of Academic Affairs of each college will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.

- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

### Standards of Student Conduct

It is understood that each student who registers at the District will adhere to the regulations governing student behavior. The Standards of Student Conduct are available on line at: [rccd.edu/administration/board/New%20Board%20Policies/5500BP.pdf](http://rccd.edu/administration/board/New%20Board%20Policies/5500BP.pdf).

## STUDENT DISCIPLINE PROCEDURES

References: AP 5520

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

### I. General Provisions

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

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

### II. Definitions

District - The Riverside Community College District

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

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

Short-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to 10 consecutive days of instruction.

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

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

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

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

Restitution - This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

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

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

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

### III. Actions That May Be Taken Prior to Suspension or Expulsion

The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

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

3. Withdrawal of Consent to Remain on Campus - The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

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

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

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

#### IV. Academic Dishonesty

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) according to the weight of the test or assignment;
  - b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
  - c. fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to the College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the 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 turn the matter over to the Vice President of Student Services who will take appropriate action.

2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

#### V. Process Preceding Suspensions or Expulsions

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

1. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. Time Limits - The notice must be provided to the student within five days of the date on which the conduct becomes known to the Vice President of Student Services or designee;

in the case of continuous, repeated or ongoing conduct, the notice must be provided within five days on which the conduct becomes known to the Vice President of Student Services or designee.

3. Meeting - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five days after the notice is provided. During the meeting, the student will be given the following:
  - the facts leading to, and in support of, the accusation
  - the specific section of the Standards of Student Conduct that the student is accused of violating
  - the nature of the discipline that is being considered
  - an opportunity to respond verbally or in writing to the accusation

#### 4. Potential Disciplinary Actions

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

#### VI. Hearing Procedures

1. Request for Hearing - Within five days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President or designee.
2. Schedule of Hearing - The formal hearing shall be held within 10 days (excluding weekends and holidays) after a formal request for hearing is received.
3. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student. The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or

designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

4. Hearing Panel Chair - The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
5. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
  - a. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
  - b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
  - c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  - d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  - e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial evidence that the facts alleged are true.
  - f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
  - g. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing.
  - h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
  - i. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves

by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

- j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
- k. Within five days following the close of the hearing, the hearing panel shall prepare and send to the President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### VII. President's Decision

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

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

#### VIII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.



### IX. Board of Trustees Decision

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

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

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

The student may, within two days after receipt of the notice, request that the hearing be held as a public meeting.

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

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

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

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

## STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP5522

Education Code Section 76224

Title 5 Section 55024

### I. General Provisions

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

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

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

### II. Definitions

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

### III. Informal Consultation Process

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

1. A student will be encouraged to contact the faculty member and attempt, in good faith, to resolve the concern through the consultative process.

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

#### IV. Grievance Process and Formal Hearing

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

1. Upon receipt of a written request for a formal hearing, the President will, within three days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  - a. Two students appointed by the College Student Body President.
  - b. Two faculty members appointed by the College Academic Senate President.
  - c. One academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
  - d. The chair of the committee, which is selected by the President (see above), will be part of the committee, but will not vote in the final decision, except in the case of a tie.
4. The College Grievance Committee Chair will:
  - a. Forward a copy of the request for hearing to the faculty member being grieved within seven days (excluding weekends and holidays) of receipt of the request.
  - b. Within a reasonable time period not to exceed 20 days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.
  - c. Arrange for a disability accommodation if requested pursuant to the above.
  - d. Within three days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee

members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

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

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

## V. Appeals

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

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

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

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

In all cases, final decision will rest with the President. After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

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

To the State Attorney General using the forms available at [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

## VI. Responsibility

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

Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at:

<http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx>.

## Smoking Policy

References:

Education Code Section 76030, et seq; Government Code Sections 7596, 7597, and 7598; Labor Code Section 6404.5; Title 5 Section 5148 No. 3570

### *Moreno Valley College is a smoke free campus.*

The Board of Trustees, students and staff of the District recognize the serious health problems associated with smoking tobacco or other non-tobacco products and the use of smokeless tobacco. It is also recognized that tobacco smoke poses a health risk to non-smokers. Although it is desired that the District maintain a smoke free environment, the Board recognizes the need for each campus to determine whether or not their campus should be completely smoke free or have designated smoking areas. Therefore, each campus, through their Strategic Planning Committees, will make that determination for themselves.





## THE ARTS

### Art

Visual arts at Moreno Valley College play a significant role in students' lives. Painting, drawing, design, and computer animation students have access to exhibition opportunities and showcases of their creative works. Students can earn the Associate in Arts in Studio Arts for Degree Transfer (AA -T) or focus on Art courses as part of the Area of Emphasis in Fine and Applied Arts.

### Dance

Dance classes at Moreno Valley College provide an array of choices in styles of dance that meet the needs of aspiring dancers. Students can earn an Associate of Arts (AA) degree in Fine and Applied Arts that includes some of the dance classes offered at the College.

### Music

The Music program at Moreno Valley College offers the Associate in Arts in Music for Degree Transfer (AA -T) and a terminal AA in Music. Students may focus on music courses to earn the AA degree in Fine and Applied Arts or to satisfy general education requirements with music courses. The music program offers several options for choral singers, including participation in the long-standing Gospel Singers, as well as a highly respected Guitar Ensemble program.

## CAREER AND TRANSFER CENTER

The Career and Transfer Center (CTC) provides students with career counseling and exploration services along with transfer information. The CTC seeks to make students more aware of their career choices and to assist with the transfer process. The CTC is currently located on the third floor of the Student Services Building.

### Services

- Help students to understand transfer admission requirements and determine what college/university is the best fit
- Help students to select classes that meet requirements for a particular major
- Schedule appointments for students to meet with university and college representatives
- Assist students in exploring majors
- Provide computer access for students to utilize applications to explore job and career options and to navigate the job search and interview process successfully
- Provide computer access for students to utilize internet resources, complete college/university applications and view college/university information online
- Provide workshops on the application process, transfer information, scholarship information, and transfer admission guarantee programs
- Coordinate Career Fairs in partnership with the CTE Job Placement Program. Each year, employers visit the College to conduct student screening interviews and answer questions
- Hold Transfer Fairs each fall and spring term with college and university representatives in order to assist students with transfer information
- Hold Transfer Recognition Ceremony each spring in order to recognize students who have successfully fulfilled the transfer requirements and have been admitted to a four-year institution.

### Resources

- Resource library that includes college/university catalogs, brochures and handouts
- Books and college handouts to assist in major and college/university campus selection
- Computerized career assessments including interests, personality type, skills and values
- Online resources that assist students in understanding how course credits at Riverside Community College District can be applied when transferred to a four-year college/university, or vice versa
- Guides and handbooks providing information on financial aid and scholarships
- Computer access for online admissions applications
- Monthly calendar of events/workshops/university representatives in the Transfer Center

Center website: [www.mvc.edu/ctc](http://www.mvc.edu/ctc)

For more information, call (951) 571-6914.

## COUNSELING CENTER

The College counselors are committed to providing students with a broad range of options as well as specific guidance in career planning, evaluation, academic choices and overall direction. Professional counseling enables students to utilize various resources and academic offerings, while assisting students in reaching their educational, vocational and personal objectives.

Guidance courses are offered to assist students in gaining the maximum benefit from their 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 and transferring requirements.

### How to Use the Counseling Center

Students who would like to meet with a counselor in person without an appointment can visit the Counseling Center and be seen in order of arrival. Students who prefer not to wait to be seen may also make an appointment in the Counseling Center or through E-SARS on the Counseling website. Appointments can also be made by calling (951) 571-6104. Counseling hours vary by term. It is important to keep an appointment. Please call if you need to cancel or reschedule your appointment.

## MVC COLLEGE BOOKSTORE

Students have a variety of options when purchasing their course materials. When registering through Web Advisor, a textbook list will populate with the required course materials for classes as well as recommended books or study guides. You can also go directly to our website [www.mvc.edu/bookstore](http://www.mvc.edu/bookstore)

**Rent** – It provides you with the option of renting a new or use textbook for an academic term rather than purchasing it. At the end of the term, you simply bring or ship the textbook back to the store and we will check it in. Renting instead of buying can save you more than 50% on average compared to the purchase price of a new textbook. Students can highlight and annotate in books. Textbooks are due back to the bookstore on the last day of finals of the semester for which they were rented. You must be 18 years old to start a rental account and have a debit or credit card as a form of collateral. The card that is used to secure the rental may not be a prepaid card.

**Used** – You save 25 percent off the new textbook price when deciding to purchase a used textbook.



**Digital** - Save up to 60 percent by buying or renting a digital Book. Your book will be available through an instant download from [www.mvc.edu/bookstore](http://www.mvc.edu/bookstore). Have access to your textbook anytime, anywhere, on any device.

**New** - For when you have to have that new book smell or you plan on keeping your book for the future.

**Price Match Guarantee** - We price match textbooks against Amazon and most local competitors. Buy your books online or in the store and if you find a cheaper than advertised price within 7 days of your purchase, Come into the store and we will give you the difference on a gift card. Restrictions do apply of course but team members at the store can answer any questions you may have.

Remember to sell your new textbooks back to the bookstore and get up to 50 percent cash back. The bookstore also offers a variety of supplies for classes as well as items to show off your school spirit. The bookstore gladly accepts MasterCard, Visa, American Express, Discover, ATM debit cards and Checks, Full refunds for textbooks will be given the first week of a class with an original receipt and the book must be in the same condition as it was when it was purchased. Visit the website [www.mvc.edu/bookstore](http://www.mvc.edu/bookstore) for our complete return policy.

## DISABILITY SUPPORT SERVICES

The Office of Disability Support Services located in the Library Building, Room 230, provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities. The DSS office facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in accordance with California's Title 5 Regulations, the eight primary disability groups that are served are: acquired brain injury, physical disability, hearing impairment, learning disability, developmental disability, psychological disability, other health impairments, and temporary disability.

Services are available to any student that is enrolled with the College and has proof of the aforementioned disability(s).

Professionals are available to assist students in acquiring the support services needed to attain academic and career goals. For information log on to [www.mvc.edu/dss](http://www.mvc.edu/dss), or call (951) 571-6138.

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.

## MIDDLE AND EARLY COLLEGE PROGRAMS

Moreno Valley College's Middle College High School (MCHS) program is made possible through a partnership between Moreno Valley Unified School District (MVUSD) and Val Verde Unified School District (VVUSD). The program recruits sophomores to complete their last two years of high school at MVC, enrolled both high school and college classes. In January, MCHS staff makes presentations in the sophomore English or World History classes within the comprehensive high schools in MVUSD and VVUSD. Sophomores attending an alternative high school within MVUSD and VVUSD can also apply to MCHS, but they need to speak to their high

school counselor. Sophomores interested in applying to the program must attend the annual MCHS Information Night with a parent or guardian. Interested students can speak to their high school counselor, or call the MCHS office at (951) 571-6463. Additional information about MCHS can be found on line at [www.mvc.edu/mchs](http://www.mvc.edu/mchs).

Nuvview Bridge Early College High School (NBECHS), located in Nuevo, is a charter school of the Nuvview Union School District. Through the partnership between MVC and NBECHS, students enroll in college classes at MVC. As a charter school, NBECHS accepts out of district high school students. Additional information can be obtained by calling (951) 928-8498 or online at <http://nbechs.nuvviewusd.org/>.

## CAREER & TECHNICAL EDUCATION EMPLOYMENT PLACEMENT

The Career & Technical Education Employment Placement program helps students and alumni gain practical experience and prepare for today's competitive job market. The staff provides placement assistance for part-time, full-time, summer, internship and volunteer positions. The program strives to help students and alumni become more marketable and reach their career goals. For more information, contact the Career & Technical Education office at (951) 571-6907 or (951) 571-6931 or visit PSC-15.

## EXTENDED OPPORTUNITY PROGRAMS & SERVICES

Extended Opportunity Programs & Services (EOPS) provides support services for students with academic and financial disadvantages.

Services offered include

- Academic counseling
- Educational planning
- Priority registration
- One-to-one tutoring
- Book service
- CSU/UC application fee waivers

To be eligible for the EOPS program, a student must:

- Be a California resident or AB540 Nonresident/Dream Act Exemption
- Enrolled full-time (12 units or more)
- Have fewer than 40 degree applicable units
- Receive a Board of Governors Enrollment Fee Waiver under Method A or B
- Be educationally disadvantaged

Students should visit the EOPS website [www.mvc.edu/eops](http://www.mvc.edu/eops) or call (951) 571-6253 for more information.

## Cooperative Agencies Resources for Education

Cooperative Agencies Resources for Education (CARE) is a supplemental program for EOPS students who are single, qualify as a head of household and receive TANF benefits. The program provides assistance to students who are

- Eligible for EOPS
- Enrolled in at least 12 units upon acceptance
- Receiving AFDC/TANF assistance, with at least one child under 14 years of age
- At least 18 years old
- Single and qualify as head of household
- Applied for financial aid
- Taking classes that will lead to a certificate, degree or transfer

Students who believe they qualify for the program should visit the CARE website: [www.mvc.edu/eops](http://www.mvc.edu/eops).

## STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department strives to assist students in reaching their educational goals by providing information and assistance for financial aid 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 in order to inform 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 staff will receive training regarding new policies and procedures through on- and off-campus sessions and conferences as well as visits to other community colleges to learn best practices.

### The Free Application for Federal Student Aid

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [www.fafsa.gov](http://www.fafsa.gov) and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, visit [www.mvc.edu/sfs](http://www.mvc.edu/sfs) under workshops. The FAFSA application must be completed each academic year. The MVC Title IV code of 041735 must be listed on FAFSA record(s) in order for the 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 October 1 of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2 to ensure priority processing and to maximize your funding.

Once you have completed your FAFSA, results will be sent to MVC. You must have an RCCD admissions application on file in order for your FAFSA to be received by the College. Required documents will be posted on WebAdvisor under Required Documents by Year. Forms are available at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) under forms, and can be turned in at the SFS office at your home college or by email to [studentfinancialservices@mvc.edu](mailto:studentfinancialservices@mvc.edu).

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).

RCCD students will receive financial aid disbursements via BankMobile disbursement services. Students will have a choice on how they would like to receive their financial aid funds:

1. Direct deposit (ACH) bankmobile.png
2. Deposit onto a debit card thru Bank Mobile Vibe or current Higher One My One cardholders. Students with the My One card will continue to use that card until it expires.
3. Paper check

Students must make a selection in order to avoid delay in their scheduled disbursement. Log on to [www.refundselection.com](http://www.refundselection.com) to get to the BankMobile webpage.

### California College Promise Grant (formerly known as the BOG Fee Waiver)

The California College Promise Grant is a state program which waives enrollment fees for qualifying California resident students. If determined eligible, the CCPG will waive enrollment fees for the entire academic year, beginning with summer and ending the following spring. During the fall and spring semesters, the parking fee will be reduced to \$30 per semester. The CCPG does not pay for books or other educational supplies, the student services or health fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list MVC (school code #041735) as your home college. You will receive an email in your RCCD student email account notifying you when your CCPG eligibility is available on WebAdvisor, under Your Award Letter. No other application is required.

If you are not a California resident, you may be eligible to apply for

- A non-resident tuition exemption through the AB540 program if you meet specific requirements and are an undocumented immigrant student. See Admissions & Records for additional information or view our consumer guide online.
- A non-resident tuition deferment if you are eligible for financial aid. This deferment is to assist students in securing enrollment while waiting for student grants and/or student loans to credit their Admissions & Records account balance. Nonresident Tuition Deferment Forms must be submitted each semester and/or 30 days within disbursement of Stafford Direct Loan funds. For more information, view the Information for Nonresident chapter in the consumer guide online at [www.mvc.edu/sfs](http://www.mvc.edu/sfs).

### California College Promise Grant Eligibility (formerly known as the BOG Fee Waiver)

Under the new regulations of the Board of Governors' Student Success Initiative, students will lose eligibility for the California College Promise Grant (CCPG) if they are on academic probation for two consecutive primary terms (fall and spring semesters are primary terms). Loss of eligibility will become effective at the first registration opportunity after such determination is made. Foster youth are exempt from this change and will not lose the CCPG eligibility based on academic probation. Students with extenuating circumstances will have the opportunity to appeal the loss of the CCPG.

Federal Pell Grant (up to \$6,095 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 half time (less than six units) may qualify for a Pell Grant. Once you have completed the application procedure 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. 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 \$1,000 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 courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by the March 2 deadline, complete their Financial Aid file by the first processing deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.

**Cal Grants** (up to \$1,672 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 (six or more units). The deadline to apply for these grants is March 2 of every year. For students attending California Community Colleges, there is an additional deadline of September 2. To apply for the Cal Grant awards, you need to complete the FAFSA or Dream Act application 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 & Records office other than undecided, and you must be meeting the College's Student Financial Services Satisfactory Academic Progress (SAP) standard. Disbursement is contingent upon eligibility and funding. You may view your Cal Grant eligibility online at [mygrantinfo.csac.ca.gov/logon.asp](http://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 (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) before the Chafee grant can be disbursed. The FAFSA or Dream Act 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](http://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. 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** (\$1,000 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 (six units) during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at [www.csac.ca.gov](http://www.csac.ca.gov) for printing. It must be completed and submitted to the Early Childhood Education office (please check website for hours and location). A FAFSA application is required for MVC to determine eligibility for this grant. A FAFSA 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. 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 \$4,000 per academic year. The FWS program offers students the opportunity to earn additional funding through part-time employment. Students gain work experience and pay for a portion of their educational expenses. Positions require that students maintain half-time enrollment (three units for summer and winter, six 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, complete the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov) and list the MVC (school code #041735) as your home college. To apply for a FWS position, complete your financial aid file. View available jobs on the student employment job listings log on to <https://pa379.peopleadmin.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1504047752933>.

**Federal Direct Loan Program** - Moreno Valley College participates in the Federal Direct Loan Program. At MVC, it is our goal to help students reach their educational goal with the least amount of student loan debt as possible. It is not recommended that students borrow more than \$10,000 at the community college level (this amount includes loans from any other institution attended). To view your complete loan history, go to National Student Loan Data System at [www.nslds.ed.gov](http://www.nslds.ed.gov).

Students must be meeting the SFS Satisfactory Academic Progress (SAP) standard and be enrolled at least half-time (six units) in courses listed on their Comprehensive Student Educational Plan (CSEP). Students who have a completed financial aid file will 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 a Direct Loan Request Form to the SFS office.

Students must have a current Comprehensive Student Educational Plan (CSEP) on file with the College and it should correspond with the student's academic program declared in Admissions & Records as well as the courses that they are currently enrolled in. Students



will receive notification by email, within two weeks of submitting the Direct Loan Request Form, regarding the status of the 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 the Loan Information Guide received at the time of application. Refer to the Consumer Guide online at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) for a full list of requirements for applying for a student loan.

The **Federal Student Loan Default Management Plan** requires students to complete a loan entrance and exit interview each year. Please view the Consumer Guide for directions on how to complete the entrance and exit loan interviews. Efforts in educating students regarding their responsibilities in securing a federal student loan are taken very seriously at MVC. We 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.

## CALIFORNIA DREAM ACT

The California Dream Act was signed into law on October 8, 2011 and became effective January 1, 2013. The California Dream Act program allows applicants, who do not have a Social Security number, to apply for state financial assistance, such as the CCPG (formerly called the BOGW), Cal Grants, Chafee Grant and scholarships. Applicants for these programs must meet the requirements for each program. Students can apply for state financial assistance programs by filing a California Dream Act application at <https://dream.csac.ca.gov>. The above listed financial programs may require additional applications and/or information. For more information, visit the Consumer Guide at [www.mvc.edu/services/sfs/guides.cfm](http://www.mvc.edu/services/sfs/guides.cfm).

## Scholarships

Moreno Valley College offers scholarships through the RCCD Foundation office and various generous donors. 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 each fall semester, with a deadline of early January. Information and instructions on how to apply are available at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) early each fall semester. Scholarship workshops are held prior to the scholarship deadline to assist students in the application process and are also available on the website. Applicants chosen for RCCD scholarships are notified in May. The scholarship funds for students continuing at MVC are disbursed during the following fall and spring semesters upon verification of eligibility. 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 with the transfer institution information.

RCCD scholarships for high school seniors are available beginning in January with a deadline of early March. These scholarships are awarded to high school seniors who will be attending MVC the academic year after they graduate from high school. Information is available at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) in January and February and at each high school within the College's high school zone.

A partnership between RCCD, California Baptist University, La Sierra University and the University of Redlands created the Community Scholars scholarship. This is a \$7,000 scholarship offered to Riverside County high school seniors who will attend any college within the

District for two years and transfer to one of the universities mentioned above for two years. The application is available at each high school and also at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) in January and February.

There are many resources and opportunities for students to find scholarships to use while attending MVC. It requires time and effort on the part of the student to locate and apply for outside scholarships. A list of scholarships is available online at [www.mvc.edu/sfs](http://www.mvc.edu/sfs) or in the SFS office. Additional scholarship resources can be found on the internet at free scholarship search sites such as [www.fastweb.com](http://www.fastweb.com), [www.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.scholarships.com](http://www.scholarships.com), [www.scholarsite.com](http://www.scholarsite.com) and [www.scholarshiphunter.com](http://www.scholarshiphunter.com). If you are awarded a scholarship from an outside source, 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. Scholarship funds will be disbursed on the next disbursement date upon verification of enrollment and donor guidelines.

Computers are available in the SFS lobby to students receiving financial assistance for the following:

- Complete the FAFSA /Dream Act Application online
- Research and apply for scholarships online
- Other financial aid web assistance

## Responsibilities and Requirements

Moreno Valley College follows federal, state and institutional regulations in administering financial assistance programs. Students must adhere to 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 guideline, Ability to Benefit Changes (ATB).

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 (not a certificate of completion)
2. GED
3. Approved home school completion
4. Passed the California High School Proficiency Exam (CHSPE)
5. Received an AA/AS degree from an accredited institution.

Students 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 have met one of the two 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 two ATB requirements and have not completed six degree applicable units, 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, visit: [www.chspe.net](http://www.chspe.net).

## Comprehensive Student Educational Plan (CSEP)

You must enroll in and successfully complete courses according to your Comprehensive Student Educational Plan (CSEP). To develop your CSEP you should meet with a counselor. To schedule an appointment, call (951) 571-6104.

## Citizen or Eligible Non-Citizen

To be eligible for federal financial assistance, you must be a U.S. 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 any 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 CCPG (formerly called the BOGW). Students must determine their home college within the District in order to receive financial assistance. Units taken within the District will be paid for by your home college, if eligible.

### Satisfactory Academic Progress

A student on financial aid must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. A student failing to meet the SAP standard, will become ineligible for most types of financial assistance, including the BOGW. A student, who is deemed ineligible for financial aid due to SAP, will have the right to appeal through the SFS appeal process. For information regarding the SAP Standard and the related components, please review the Satisfactory Academic Progress chapter in our Consumer Guide at [www.mvc.edu/sfs](http://www.mvc.edu/sfs).

### Contact Information

Be sure to keep your mailing address, phone number, and email address current. This ensures the timely receipt of information regarding financial aid. Information can be updated through WebAdvisor or in person at Admissions & Records. Students should check RCCD email regularly as updates and communications are sent to your RCCD email account.

### Social Security Number

Be sure your Social Security number is on file with the College. Although it is not required on the admissions application, it is required for federal financial aid applicants. The College cannot process most types of federal financial assistance without a valid Social Security.

### Disbursement and Deadline Information

Deadlines for turning in required documents are located on our disbursement schedule. Disbursement of financial assistance occurs after the completion of the FAFSA, documents requested by the SFS office have been submitted, and enrollment has been completed. For dates of deadlines and disbursement, please view our Consumer Guide at [www.mvc.edu/sfs](http://www.mvc.edu/sfs). Disbursement schedule is also available in the Student Financial Services.

Applying for financial assistance through the FAFSA does not affect a Veterans GI Bill benefits. Veterans should apply for financial assistance by completing the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov).

Find more information regarding Student Financial Services and access forms for download at [www.mvc.edu/sfs](http://www.mvc.edu/sfs). For questions, please contact us by email at [studentfinancialservices@mvc.edu](mailto:studentfinancialservices@mvc.edu).

### FIRST-YEAR EXPERIENCE PROGRAM

Moreno Valley College offers a First-Year Experience (FYE) program that integrates academic enrichment and student support services to enable students to successfully transition from high school to college and ensure success during their first year of college. FYE is open to first-time students attending the College commencing with the Summer Bridge program. The Summer Bridge program is designed

to jump-start academic success by taking summer courses earning credits. FYE student students receive one-on-one help with the enrollment process and additional benefits:

- \* Enrollment in the College's Summer Bridge program
- \* Workshops that potentially save you money and time
- \* Guaranteed enrollment in math and English classes
- \* Guaranteed financial support during the freshmen year\*
- \* Priority registration for freshman year
- \* Guest speakers, tours and other success-focused events
- \* Year-long coaching and peer support

Guaranteed financial support during the freshmen is made possible by using a combination of possible state, federal and local funding resources. To join the First-Year Experience program or for more information, contact (951) 571-6334, email [fye@mvc.edu](mailto:fye@mvc.edu) or log on to [www.mvc.edu/fye](http://www.mvc.edu/fye).

### FOOD SERVICES

The Lion's Den offers a variety of food and beverage options.

#### Lion's Den Hours

Monday through Thursday, 7 am to 8 pm

Friday, 7 am to 1 pm

Closed, Saturday and Sunday

#### Coffee Cub Hours

Monday through Thursday, 7 am - 4 pm

Hours are subject to change during the winter and summer sessions.

### STUDENT HEALTH AND PSYCHOLOGICAL SERVICES

The Student Health and Psychological Services office is located in PSC #6. The office is open Monday through Thursday, 8 am to 4 pm, and Fridays, 8 am to noon. Please check the website [www.mvc.edu/hs](http://www.mvc.edu/hs) for summer/winter hours, holiday closures or changes to regularly scheduled hours of operation.

Services available 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. Accidents incurred on campus should be reported immediately to the Health Services office. Affordable Care Act options for health insurance are available at [www.mvc.edu/hs/](http://www.mvc.edu/hs/) under Important Announcements. Website also contains marketplace insurance information for health coverage. Medical records and discussions with staff are completely confidential.

### HONORS PROGRAM

Riverside Community College District offers an Honors Program at each of the colleges. The Honors Program offers an enriched academic experience for motivated students aiming to transfer to a four-year institution. Honor classes are small (20 students) and taught seminar style. Students read challenging texts, write original arguments, participate actively in class and present their research at statewide conferences. Classrooms are active and dynamic, and the

faculty can offer one-on-one mentoring. Honor students become part of a close-knit community, going on field trips, taking the same classes, and often transfer together.

Eligible for returning students is:

- 3.0 GPA in nine transferable units
- Eligibility for or completion of English 1A
- Completed Honors Program application
- Complete the Honors Program orientation before or during their first semester in the program

Eligibility for first-time college students is:

- 3.0 GPA
- Eligibility for or completion of English 1A
- Completed Honors Program application

#### Benefits:

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

Website [www.mvc.edu/honors](http://www.mvc.edu/honors)

Location: Honors Center, Room HM-205B

Contact: (951) 571-6948

## Information Center

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

**Posting Policy:** Materials will be posted on bulletin boards and other authorized areas for only a 10-day period in order to prevent litter and overcrowding. The approval process is content neutral and only ensures that the literature will not be removed before the 10-day posting period expires. Only 10 flyers and two posters may be approved at one time per event. No material can be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior or exterior walls.

## RCCD STUDY ABROAD PROGRAM

Riverside Community College District is dedicated to the concept of an internationally based education. The faculty-led Study Abroad program provides students with unique opportunities to enroll in an academically rigorous program of study set in a variety of cultural settings that enable students to participate in cross-cultural experiences as part of the global community.

The mission of the Riverside Community College District Study Abroad Program (RCCD-SAP) is to provide RCCD students from three campuses (RCC, MVC, Norco) with opportunities for study and service learning, and travel abroad. Through faculty-led semester study abroad, faculty-led short-term course abroad, and travel tours, RCCD-SAP offers wide varieties of programs and destinations aimed at promoting personal growth, expanding individual's horizon, cultivating global citizenship, intercultural understanding, and preparing students for possible international career opportunities. Study Abroad Program is your gateway to international travel. Make it happen! For more information, go to [www.rccd.edu/services/studyabroad](http://www.rccd.edu/services/studyabroad) or email RCCD-SAP at [study.abroad@rccd.edu](mailto:study.abroad@rccd.edu).

## LIBRARY/LEARNING RESOURCE CENTER

To support the mission of the College, the library provides student access to a wide range of books, multimedia collections, and electronic resources, including academic journals, magazines, newspapers, ebooks, and more. Visit the library in person or at [www.mvc.edu/library](http://www.mvc.edu/library).

### Moreno Valley College Library

Monday – Thursday: 8 am - 7 pm

Friday: 8 am - 1 pm (Fall & Spring Only)

Saturday: 8 am - 1:30 pm (Fall & Spring Only)

Circulation Services: (951) 571-6111

Reference Desk: (951) 571-6447

The library provides research instruction; quiet study areas; access to printers and 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 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.

## STUDENT ACTIVITIES CENTER

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

### Programs and Services

- Support for the Associated Students of Moreno Valley College
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

## STUDENT GOVERNMENT

The Associated Students of Moreno Valley College (ASMVC) is one of the most active student government programs in the country. In addition, the Associated Students produce a Homecoming extravaganza, Spring Egg Hunt and many other successful activities.



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

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

## ASSOCIATED STUDENTS CLUBS AND ORGANIZATIONS

ASMVC sponsors numerous clubs/organizations. Below is a partial listing of active clubs/organizations at MVC. Clubs include honorary, social services, professional and general interest clubs/organizations.

American Sign Language Club  
 Chamber Choir Organization  
 Dental Assistant Organization  
 Dental Hygiene Organization  
 Emergency Medical Services Organization  
 Fire Technology Organization  
 Gospel Choir/Singers Organization/Club  
 Guitar Ensemble  
 Human Services  
 International Film Club  
 Karate Club  
 Middle College High School Organization  
 Music Club  
 Pride Alliance Club  
 Psychology Club  
 Puente  
 Software Engineering Club  
 Spanish Club  
 Sports and Fitness Club  
 Umoja/A2Mend  
 Umoja Community

Membership to these organizations is open to paid members of ASMVC. Students are encouraged to join campus organizations or form new organizations. Some of these clubs may no longer be active. Club guides are available in the Student Activities office. Contact the Moreno Valley College Student Activities Coordinator for more information at (951) 571-6105.

## Social Events

An extensive program of activities is provided by the Associated Students of Moreno Valley College (ASMVC). A calendar of events is maintained in the Student Activities Center (located behind the bookstore and on the website [www.mvc.edu/asmvc](http://www.mvc.edu/asmvc)). New and exciting activities are always planned. Please stop by and find out how you can get involved.

## 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 and Thursday from 12:50 to 1:50 pm. During College Hour, an extensive program of activities (e.g., lectures, performances) is presented by ASMVC. A master calendar of these events is maintained in the Student Activities Center and on the Student Activities website at [www.mvc.edu/asmvc](http://www.mvc.edu/asmvc).

## STEM MOBILE INNOVATION CENTER (MOBILE LAB)

The STEM Mobile Innovation Center (SMIC) is a mobile innovation learning center delivering STEM engagement, “making”, and outreach activities in support of STEM programs with a focus on Career & Technical Education (CTE) STEM programs. It is available to MVC and the community. Created to advance STEM Education by providing hands-on, interactive activities; training and professional development opportunities for students, faculty, and staff; and unique STEM learning and engagement experiences; the STEM Mobile Innovation Center combines STEM education laboratories and state-of-the-art technologies with additional equipment to engage in making and entrepreneurship. As a result, students are able to experience the excitement of learning and working in STEM fields through creativity, critical thinking, and problem solving.

Engaging students and the community, MVC will provide access to the STEM Mobile Innovation Center for individual and collaborative groups of learners and is available for reservation through the office of the Dean of Instruction, CTE. The STEM Mobile Innovation Center through new and improved technologies and unparalleled STEM experiences provides opportunity to foster STEM diversity. For more information, call (951) 571-6930 or visit our website at [www.mvc.edu/stem/](http://www.mvc.edu/stem/).

## STEM STUDENT SUCCESS CENTER

STEM Student Success Center’s mission is to address the diversity of MVC students, their academic preparation and success in STEM, and their learning through innovative and experiential institutional change initiatives in STEM academic and support services. Through the office of the Dean of Instruction, CTE, MVC is transitioning to state-of-the-art technology and introducing students to opportunities of exploration and in engagement in STEM courses and programs, virtual labs, gaming and simulation, mobile applications, STEM career and transfer resources, and STEM research.

The creation and integration of technology into SSSC provides the students project-based, hands-on and interactive STEM activities and multimedia experiences. The STEM counselor provides students with comprehensive support services including case management counseling, career and transfer pathways and academic services. A core aspect of the STEM Student Success Center is to utilize the expertise available through partnering with universities to improve the quality of STEM transfer pathways and programs. For more information call (951) 571-6363 or (951) 571-6364 or visit the website at [www.mvc.edu/stem/](http://www.mvc.edu/stem/).

## 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) while learning transferable job skills. Benefits to the student include:

- Flexible work schedule that works around classes
- Build up resume experience and enhance marketability
- Earn money while gaining work experience

Students can apply to work at a variety of jobs on campus pending their eligibility for the Student Employment Program. Students may be eligible for one or all of the programs which include Federal Work Study (FWS). The U.S. Department of Education awards the school a certain amount of funding each year to allow students to supplement their education costs. Students

eligible for Federal Work Study may be awarded up to \$4,000 per fiscal year.

To be eligible for FWS students are required to:

- Complete the Free Application for Federal Student Aid (FAFSA) which can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). School code for Financial Aid: 041735
- Complete their financial aid file and determine eligibility
- Mark Moreno Valley College as their home campus (winter or summer)
- Maintain a minimum cumulative 2.0 CGPA
- Meet the Student Financial Services Satisfactory Academic Progress standard
- Have a valid social security card and picture ID (or equivalent work authorization)

Students are limited to 16 semesters or four years of employment. District/Special Grants (non-Federal work study) Employment. Earnings for District positions are paid from a department's budget and do not require the completion of the FAFSA. To be eligible to work for District funded positions, students are required to:

- Enroll in at least six units (fall and spring) and three units (winter or summer)
- Maintain a minimum 2.0 CGPA
- Have a valid Social Security card and picture ID (or equivalent work authorization)

CalWORKS' Work Study. The CalWORKS' Work Study program connects eligible students to part-time jobs on- and off-campus. To be eligible to work for CalWORKS' Study, students are required to:

- Be enrolled in at least one unit
- Provide a valid WTW contract to the Workforce
- Maintain a minimum cumulative 2.0 GPA
- Have a valid social security card and picture ID (or equivalent work authorization)
- Get clearance from the CalWORKS/Workforce Preparation department to help determine eligibility.

For more information on CalWORKS, please visit [www.mvc.edu/cw](http://www.mvc.edu/cw) or call (951) 571-6154. To apply for a work study program, students can view open job postings at [www.mvc.edu/se](http://www.mvc.edu/se) or inquire with a specific department or supervisor they are interested in. Hourly pay rates start at the current federal minimum wage. Some positions may start at a higher rate of pay.

For more information on the Student Employment Program, visit [www.mvc.edu/se](http://www.mvc.edu/se) or call (951) 571-6252.

## OFFICE OF TRIO PROGRAMS

The Federal TRIO Programs (TRIO) are outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds to help them prepare for and graduate from college. Moreno Valley College (MVC) is proud to have four TRIO programs – the ACES Student Support Services Program (collegiate), the Upward Bound Math and Science (UBMS) Program (pre-collegiate), the Educational Talent Search Program (pre-collegiate), and the Upward Bound Program (pre-collegiate). TRIO programs have been in existence since 1964 and are funded through the US Department of Education.

## ACADEMIC COUNSELING AND EDUCATIONAL SUPPORT (ACES)

The mission of the Academic Counseling and Educational Support program (ACES) at Moreno Valley College is to promote the retention, graduation, and transfer of low income, first generation and students with disabilities through a variety of academic support services. ACES offers targeted services for program participants, including academic counseling, tutoring, mentoring, career and skill development, field experiences, and other services to empower students to graduate from Moreno Valley College and transfer to a four year college/university. ACES serves 144 students annually. Students selected for the ACES program are eligible for priority registration.

ACES offers qualifying students a strong academic support system and learning community that will assist them in mastering their college transitions. The primary goal of the program is to increase the retention and graduation rates of students who are committed to transferring to a four-year institution by increasing their access and opportunity to higher education.

## EDUCATIONAL TALENT SEARCH PROGRAM

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education.

The program publicizes the availability of financial aid and assists participants with the postsecondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or postsecondary level to enter or reenter and complete postsecondary education.

## UPWARD BOUND MATH AND SCIENCE (UBMS) PROGRAM

The Moreno Valley College (MVC) Upward Bound Math and Science Program (UBMS) is part of the national TRIO programs in partnership Moreno Valley Unified School District (MVUSD). UBMS is an interactive intensive pre-college experience designed to strengthen the math and science skills of participating high school students. UBMS helps students recognize and develop their potential to excel in math while encouraging them to pursue postsecondary degrees, and ultimately careers in science, technology, engineering, and math (STEM). Each year, UBMS serves a cohort of approximately 60 high students from Vista del Lago High School of which over two-thirds are from low income, first-generation backgrounds. MVC's UBMS program has been in existence since October 2012. For more information about UBMS eligibility requirements or how to apply, call (951) 571-6382 or visit our website at [www.mvc.edu/ubms](http://www.mvc.edu/ubms).



## 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 currently enrolled MVC students.
- Students can receive up to two hours per week, per subject.
- Students participating in the EOPS/ACES and Guardian
- Scholars program receive an additional 50-minute session per week.
- One-on-one tutoring for students enrolled in Computer Information Systems Courses.
- Tutors not only deliver content information, they motivate, coach, challenge and provide feedback to students.

Tutoring sessions are led by qualified tutors who received an “A” or “B” in the respective courses for which they choose to tutor. Tutors must complete orientation and attend a Master Tutor Training Workshop. The workshop reinforces course material emphasized by the faculty and use their own successful student experiences to integrate what-to-learn with how-to-learn. Tutors come highly recommended by MVC faculty members.

Subject areas vary by term and tutor availability, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information systems, accounting, Spanish and other subjects.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help students develop the skills necessary to be prepared for a career after graduation.

If you are in need of a tutor, please follow these steps to secure your appointment:

- Appointments are available on a first-come, first-served basis (on the hour) with a maximum of two hours per week depending on availability of tutor and subject.
- Individual and group tutor sessions are available. Scheduling for tutorial sessions is done one week in advance beginning Wednesday at 3 pm for the following week.
- Students can make an appointment at the Tutoring Learning Center located in the Student Academic Services Building, Room 206, or by phone at (951) 571-6167.
- Tutoring hours: Monday, 10 am - 5 pm; Tuesday, 10 am - 6 pm; Wednesday and Thursday, 10 am - 5 pm; Friday, 11 am - 2 pm. Online tutoring service is available to MVC students enrolled in online and hybrid courses free of charge through a link to NetTutor located in each Canvas course, visit the [www.mvc.edu/ts](http://www.mvc.edu/ts) site for more information. To learn more about NetTutor Online Tutoring Service go to: <http://www.opencampus.com>.

Please be prepared by being punctual and having necessary materials available when meeting with your tutor at the scheduled appointment time.

## 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 3.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by faculty
- Apply in person to receive a hire packet
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of six units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of three units if actively tutoring during the summer or winter terms.
- Successfully complete ILA-1-Introduction to Tutor Training I

Tutorial Services is looking for tutors to add to our staff. Students interested in becoming a tutor and meet the requirements are invited to contact the Tutorial Services or log on to <http://jobs.rccd.edu> (click on Student Employment listings).

Tutors are paid positions, providing an excellent opportunity to earn money while attending classes. For questions, contact Tutorial Services at (951) 571-6276. For more information, visit [www.mvc.edu/ts](http://www.mvc.edu/ts).

## THE LEARNING CENTER

The Learning Center is located in the Humanities Building, Room 219 and is open to all current MVC students. There are 40 computers for students to complete coursework along with math tutoring and writing consultants. Math tutors and writing consultants are available as a walk-in service. Supplemental Instruction is also held in the Learning Center. There are six group study cubicles students can check-out on a first-come, first-serve basis. Textbooks for English, Math, and CIS courses can also be checked out (they must stay within the Learning Center).

### Hours are:

Fall/Spring: Monday-Thursday, 7:30am-9:30pm; Friday, 7:30am-4:30pm, and Saturday, 10:00am-1:00pm.

Summer/Winter: Monday-Thursday, 7:30am-9:30pm, Closed Friday-Sunday.

Math tutors and writing consultants hours may vary. Visit our website at [www.mvc.edu/learningcenter](http://www.mvc.edu/learningcenter) for up-to-date information.

## UMOJA COMMUNITY

The Umoja Community at MVC seeks to educate African American students about their African cultural heritage in order to promote and uplift an African American centered consciousness. The development of the academic, professional and leadership potential of African American students is centered on seven program principles: unity, self, collective work and responsibility, cooperative economics, purpose, creativity, and faith. The development of the academic professionals, and leadership is reflected in the area of program identification of the needs and concerns of Moreno Valley College African American students and the development of interventions to address the needs and concerns in our community. The Moreno Valley College Umoja Community is dedicated to increase the number of educationally underserved students who enroll in our college, transfer to a four-year colleges or university, and return to the community as leaders and mentors for future generations. For more information, contact the Umoja Coordinator at (951) 571-6446.

## VETERANS RESOURCE CENTER

Moreno Valley College provides assistance to veterans and their eligible dependents for the following VA benefit programs:

- Chapter 33 - Post 9/11 GI Bill
- Chapter 30 - Active Duty Educational Assistance Program
- Chapter 31 - Veterans Administration Vocational Rehabilitation
- Chapter 35 - Dependent's Educational Assistance
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program

Veterans and/or dependents seeking to use VA Educational Benefits should apply online through the Department of Veterans Affairs website at [www.gibill.va.gov](http://www.gibill.va.gov).

Veterans and/or dependent students must follow the Moreno Valley College enrollment policies and procedures in order to register into classes. Students must apply online at [www.mvc.edu](http://www.mvc.edu) and complete any required assessment testing and online orientation (if applicable).

Students may also be eligible for other types of financial assistance and are encouraged to submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Before a VA Student Educational Plan (VASEP) can be developed, all prior college and military transcript(s) must be received in order to have all prior credit evaluated. After all transcript(s) have been received an appointment with a VA Counselor will be scheduled to complete a VA approved student educational plan.

Once the VA SEP has been completed, the student has registered for classes and a VA Statement of Responsibility has been submitted, Veterans Services will verify course enrollment and certification will be submitted to the VA for benefit processing. Please be advised that certification may take 2-3 weeks for processing during high peak. If you have questions regarding benefit payments, please contact the VA at 1-888-442-4551.

Members or former members of the Armed Forces of the U.S. may be eligible for priority registration. For additional information, contact Veterans Services at (951) 571-6247 or email at [veterans@mvc.edu](mailto:veterans@mvc.edu)

*The Moreno Valley College Veterans Resource Center in collaboration with Disability Support Services offers Veteran Academic Support Services (VASS) to enhance academic success to our veterans, active duty and dependent students. VASS offers students the opportunity to meet with an Academic Counselor within the VRC to provide Comprehensive Student Educational Plans, course selection assistance, and provide academic accommodations if requested or needed. Please stop by the Veterans Resource Center for more information on what additional services VASS can offer you!*

## WORKFORCE PREPARATION

Workforce Preparation at Moreno Valley College offers a wide range of services to assist current and former CalWORKs/(TANF) students to prepare for academic achievement, career pathway planning, employment, self-sufficiency and attaining financial independence. The CalWORKs program, funded through the Chancellor's Office of California Community Colleges, is designed to promote self-sufficiency through employment, education and community collaboration meet the challenge of implementing various strategies to aid disadvantaged students or potential students in building strong connections to the workforce.

## CalWORKs Program

The CalWORKs program provides academic, personal, career, and financial aid counseling to assist students receiving CalWORKs and those transitioning off CalWORKs to achieve long-term self-sufficiency through coordinated student services including: work study, job placement, child care coordination, book loans, campus and community resources, and instructional services. The goal is to increase employability of CalWORKs students through achievement of higher education and work study experiences in order to transition from public assistance to sustained economic self-sufficiency. For more information, call (951) 571-6154 or log on to [www.mvc.edu/cw](http://www.mvc.edu/cw).

Services available include:

- Financial aid, academic, personal and career counseling
- Official college comprehensive student educational plans (CSEPs)
- Financial aid and GAIN approved CSEPs
- Priority registration
- Book loans
- Computer lab with internet/printing capability
- Direct referrals to EOPS/CARE
- Work study and job placement
- Career pathway planning and linkages to labor market
- Intensive case management
- Educational and occupational assessments
- Assistance with meeting County GAIN compliance requirements
- Coordination and advocacy on and off campus
- Referrals to campus and community resources

Through the Riverside County GAIN program, CalWORKs students participating in approved welfare-to-work plans may receive supplemental services such as:

- Childcare
- Transportation (purchase of fuel or bus pass)
- Textbooks and materials
- Parking permits
- Payment of student services fees
- One uniform if required by academic program

## CalWORKs Work Study

Moreno Valley College teams up with Student Employment to assist students who qualify for subsidized job training through the CalWORKs work study program. The CalWORKs work study program is a priority statewide. The CalWORKs office must verify eligibility and maintain a current Welfare to Work GAIN contract on file for all students hired under CalWORKs work study each semester. Eligible students are referred to student employment to complete the hiring process. CalWORKs work study funds pay up to 75 percent of wages for eligible students who may be subject to additional requirements based on the remaining 25 percent of funds needed. This program benefits employers as well as eligible students who:

- Provide a current WTW GAIN contract
  - Maintain enrollment in 1.0 or more units each semester
  - Maintain a minimum cumulative 2.0 GPA
  - Maintain eligibility for the CalWORKs program
  - Provide proof of cash aid each semester
  - Receive CalWORKs (cash aid) through a County Welfare department in California
  - Adhere to terms of the Student Acknowledgment Form
- It is important to notify the CalWORKs office with all updates from the County. For more information, call (951) 571-6154.



## GUARDIAN SCHOLARS PROGRAM/FOSTER YOUTH SUPPORT SERVICES

The Guardian Scholars/Foster Youth Support Services program (FYSS) provides resources, support, and advising to students that come from the foster care system. Guardian Scholars works in collaboration with Riverside City College and the University of California, Riverside to provide a network of supportive services to current and former foster youth that seek to meet their goals for post-secondary education. A designated staff member serves as a point of contact to assist students with applying and registering for classes, accessing priority enrollment (if eligible), making appropriate course selections, and connecting to other campus support programs that will help ensure their academic success. Financial assistance, tutoring, field trips, and mentoring opportunities are available. The program is located in Science and Technology, Room 101C. For more information, call (951) 571-6110.

## PUENTE PROGRAM

The Puente Program, a national-award winning program, is an innovative combination of accelerated writing instruction, intensive academic counseling, and mentoring. The Puente Program is a learning community that incorporates mentoring by professionals from the community, English courses and personal development courses in a one-year program. The curriculum includes reading Chicano/Latino and multicultural literature along with activities that promote leadership development. The Puente Program is open to all students and is committed to helping students develop strong writing skills, develop academic and personal goals, and transfer to four-year universities to complete a professional or a bachelor's degree.



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 each college that makes up the 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 all of their students a pattern of courses designed to produce an awareness of self and to provide a:

- basic competence with the English language in its written and spoken form
- minimum competence in mathematics
- knowledge of American history and governmental institutions
- regard for health, mental and physical, of oneself and of the community at large
- grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies
- knowledge in some depth of one subject area

### General Education Student Learning Outcomes

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

### Critical Thinking

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

### Information Competency and Technology Literacy

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

### Communication

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

### Self-Development and Global Awareness

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

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

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

Programs of study leading to completion of a certificate, AS degree or AA degree require careful planning with the assistance of a counselor from the beginning. Students interested in a Career & Technical Education program will want to follow the requirements of the specific certificate or AS degree. Students planning to transfer to four-year institutions may be interested in the Associate for Degree Transfer program. The ADT program is designed to provide a clear pathway to a CSU major and baccalaureate degree. For more information on the AA-T and AS-T degrees available at Moreno Valley College, please see Section IV of this catalog. 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.

Students not interested in earning an AA-T or AS-T degree may earn an AA/AS 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 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. Resident Requirement

In order to receive an associate degree from Riverside Community College District, a student must complete 12 units in residence at one of the colleges that make up the District.

### II. Academic Coursework Taken at Other Institutions

Official transcripts from previously attended institutions must be dated within 90 days of enrollment, be in an institution sealed envelope and be submitted to the Admissions & Records office at the student's home college. Course credit is accepted from regionally accredited institutions as listed at [www.collegesource.org](http://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 an associate degree. Students who



have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

### III. Grade Point Average Requirement

A student must have a minimum grade point average of 2.0 ("C" average) in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must not be less than 2.0 and will include the combination of grades from all transcripts. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average. Honors for graduation will be calculated in the same manner.

### IV. Unit Requirement

The associate degree requires a minimum of 60 units of college work, of which 18 semester units must be in one of the nine areas of emphasis listed below. Students must also complete one of the three general education plans (see section VI).

Plan A requires a minimum of 27 units in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units), and Health Education and Self Development (5 units).

Plan B requires a minimum of 39 units as specified in the California State University General Education (CSUGE) pattern.

Plan C requires a minimum of 34-37 units as specified in the Intersegmental General Education Transfer Curriculum (IGETC) pattern (IGETC for CSU or IGETC for UC). Students who wish to transfer are encouraged to complete an associate degree and see a counselor before selecting a plan.

### V. Basic Skills Competency Requirement (0-8 Units)

- A. Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a "C" or higher selected from Math 1-36 (excluding MAT-32), or MAT-53 or the equivalent [CLEP, AP/IB Exams, Credit by Exam, other pathways such as Completion Counts, courses from other colleges/ universities, placement above Math 35, or Early Assessment Test (EAP for CSU, MCAP)].
  - B. Students must demonstrate reading competency by obtaining:
    1. a satisfactory score on RCCD's placement test equivalent to placement in college level reading
- OR
2. completion of Reading 83 or Reading 90 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, 70, 80, 90B, 91; English as a Second Language 51, 52, 53, 71, 72, 90A-K, 91, 92, 95; Mathematics 37, 45, 52, 63, 64, 65, 81, 82, 98; and Reading 81, 82, 83, 86, 90, 887.

The following courses are also non-degree applicable: Communication Studies 51, 85A, 85B; English 85; English as a Second Language 65; Interdisciplinary Studies 3; Nursing (Vocational Education) 52A, 52B, 52C, 62A, 62B, 62C; Nursing (Continuing Education) 81; Registered Nursing 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C.

General education requirements can be met in one of three ways: Plan A, B, or C. Students should see a counselor for advice in selecting the plan that will best match their educational and career goals.

**Plan A:** the RCCD general education pattern which requires completion of a minimum of 22 units.

**Plan B:** the California State University General Education (CSUGE) pattern which requires completion of a minimum of 39 units.

**Plan C:** the Intersegmental General Education Transfer Curriculum (IGETC) pattern which requires completion of a minimum of 34 (UC) or 37 (CSU) units.



**PLAN A****RCCD General Education****A. Natural Sciences (3 Units)**

Any course for which the student is eligible in anatomy and physiology, Anthropology 1 or 1H, astronomy, biology, (except BIO-35), chemistry, Geography 1 or 1H, or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C.

**B. Social and Behavioral Sciences (6 units)**

## 1. American Institutions (3 units)

History 6 or 6H, 7 or 7H, 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 American Sign Language 22, anthropology (except Anthropology 1 or 1H), early childhood studies 20, economics, geography (except Geography 1/1H and 5), history (except as listed in one 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 5, 6, 6H, 7, 8, 9, English, foreign languages, Game Development 21, History 1, 2, 2H, 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  
Reading 4

**E. Health Education and Self Development (5 units)**

## 1. Health Education (3 units)

Biology 35/Health Science 1 or completion of the DEH, EMS, RN or VN program.

## 2. Self Development (2 or 3 units)

Option 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

KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor

KIN-47 Hiking and Backpacking

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

Option 2- Fitness and Wellness (3 units)

GUI-47 Career Exploration and Life Planning

GUI-48 College Success Strategies

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, or the EMS Program.

**PLAN B**

Moreno Valley College - California State University General Education Pattern. See page 72 through 75.

**PLAN C**

Moreno Valley College - Intersegmental General Education Transfer Curriculum (IGETC) Pattern. See page 74 through 76.

**VII. Certification 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 percent of the required units in any certificate pattern at Riverside Community College District with a grade of "C" or better.

**VIII. 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 2018, fall 2018, winter 2019, spring 2019.

Fall – first day of fall term through October 15 to apply for fall 2018, winter 2019, Spring 2019.

Winter – first day of winter term through February 1 to apply for winter 2019, spring 2019.

Spring – first day of spring term through April 1 to apply for spring 2019.

Students who apply during these periods may participate in the commencement ceremony as long as they are missing no more than nine units to graduate. Students who want to participate in the commencement ceremony must file their application by April. Students may earn more than one degree at the College.

## IX. Catalog Rights

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ summer 2018 through spring 2019. 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.



## X. Areas of Emphasis Degrees

### A: Associate of Arts Administration and Information Systems MAA494/MAA494B/MAA494C

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 theme and by which economic growth is achieved and sustained.
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management.
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment.
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems
6. Locate, process, and utilize information effectively.

**The student must 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): 3, 10, 10H \*\*18A  
 Computer Applications and Office Technology (CAT): 3  
 Computer Information Systems (CIS): 1A, 3  
 Economics (ECO): 7, 7H, 8, 8H  
 Political Science (POL): 8

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

Accounting (ACC): 1A, 1B, 38  
 Business Administration (BUS): 3, 10, 10H \*\*18A, \*\*18B, 20, 22, 80  
 Communications Studies (COM): 1, 1H, 60, 9, 9H, 12, 13  
 Computer Applications and Office Technology (CAT): 3, 31  
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5  
 Computer Science (CSC): 2, 5  
 Economics (ECO): 4, 6, 7, 7H, 8, 8H  
 Library (LIB): 1  
 Management (MAG): 44  
 Marketing (MKT): 20  
 Political Science (POL): 6, 8

**A course may only be counted once. \*\*Credit limitation: UC will accept a maximum of one course for transfer.**



## American Studies

### MAA492/MAA492B/MAA492C

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

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

American Sign Language (AML): 22

Economics (ECO): 7, 7H

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): 23, 25, 26, 89, 89H

Philosophy (PHI): 19

Political Science (POL): 1, 1H, 5, 12, 13

Sociology (SOC): 2, 3, 15

**A course may only be counted once in the major area. Courses may be double counted for GE/IGETC/CSUGE**

## Communication, Media and Languages

### MAA495/MAA495B/MAA495C

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 institutions. 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 three disciplines; 9 units must be taken in a single discipline with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

### Included Disciplines and Courses

Anthropology (ANT): 8

Applied Digital Media (ADM): 1 Arabic (ARA): 1, 2, 3, 8, 11

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

Chinese (CHI): 1, 2, 11

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

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 38, 39, 40, 41, 44, 45, 48, 49

Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8

Film, Television and Video (FTV): 12, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 65

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

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

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

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

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Library (LIB): 1

Photography (PHO): 12

Portuguese (POR): 1, 2  
 Reading (REA): 4  
 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

#### MAA496/MAA496B/MAA496C

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

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

### Program Learning Outcomes

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

1. Demonstrate basic knowledge and skills (technique) 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 three 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, 2C, 30, 67, 68A, 68B, 70, 71A, 71B, 74A, 74B, 77A, 77B, 80, 200  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19  
 Dance (DAN): 3, 4, 6, 6H, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 13, 17A, 17B, 17C, 38, 39, 49  
 Film, Television, and Video (FTV): 38A, 38B, 41, 42, 43, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 46, 48, 51A, 51B, 51C, 51D, 52, 53, 64A, 65, 66, 67, 68, 70, 71A, 72

Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 65, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84  
 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

#### MAA497/MAA497B/MAA497C

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

### Program Learning Outcomes

Upon completion, 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 three disciplines; 9 units must be taken in a single discipline. Up to three units may be taken in a studio course. The 18 units must be completed with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

### Included Disciplines and Courses

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
 Anthropology (ANT): 7, 8  
 Arabic (ARA): 1, 2, 3, 8, 11  
 Architecture (ARE): 36  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12  
 Chinese (CHI): 1, 2, 11  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19  
 Dance (DAN): 6, 6H  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48  
 Film, Television and Video (FTV): 12, 65  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8  
 French (FRE): 1, 2, 3, 4, 8, 11

Game Development (GAM): 21  
 German (GER): 1, 2, 3, 11  
 History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 14, 15, 21, 22, 25, 26, 28, 29, 31, 32, 34, 35  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Korean (KOR): 1, 2, 11  
 Latin (LAT): 1, 2  
 Library (LIB): 1  
 Music (MUS): 19, 19H, 20, 21, 22, 25, 26, 89, 89H, 93  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 32, 33, 35  
 Political Science (POL): 11  
 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  
 Theatre (THE): 3, 29

### Applicable studio courses include

(Note that some classes are less than three units)

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 17A, 17B, 17C, 38  
 Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84  
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

### Kinesiology, Health and Wellness

#### MAA498/MAA498B/MAA498C

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 a bachelor's degree.

### Program Learning Outcomes

#### Upon completion, a 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 three units in each of the two disciplines):**

Health Science (HES):1 (or BIO 35)  
 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)

Biology (BIO): BIO-4 (Formerly BIO-17), BIO-16 (Formerly BIO-30), BIO-18 (Formerly BIO-34), BIO-45 (Formerly AMY-10), 50A (Formerly AMY-2A), 50B (Formerly AMY-2B), BIO-45 (Formerly AMY-10)  
 Early Childhood Education (EAR): 26 Guidance (GUI): 45, 46, 47, 48  
 Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47  
 Kinesiology/activity courses (KIN): A03, A04, A07, A09, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54a, A54B, A55, A57, A60, A61, A62A, A64, A67, A68, A69, A74, A75A, A75B, A77A, A77B, A77C, A80, A81A, A81B, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C, A92  
 Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25, V26, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V94, V95  
**A course may only be counted once except for KIN activity or varsity courses.**

### Social and Behavioral Studies

#### MAA499/MAA499B/MAA499C

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 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 three 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, 1H, 2, 2H, 3, 4, 5, 6, 7, 8, 10, 21  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13  
 Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47  
 Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10  
 Geography (GEG): 2, 3, 4, 6  
 Guidance (GUI): 47, 48  
 History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 21, 22, 35, 1H  
 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, 1H, 2, 8, 9, 33, 35, 48, 50  
 Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 25, 48

## B. Associate of Science

### Career & Technical Education Program

An associate of science degree in Career & Technical Education program 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. 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.

### Math and Science

#### MAS493/MAA493B/MAA493C

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. Courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization

and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

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

### Program Learning Outcomes

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

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

**The student must 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 three 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, 3, 10  
 Geography (GEG) 1, 1H, 1L  
 Geology (GEO) 1, 1L, 3  
 Oceanography (OCE) 1  
 Physical Science (PHS) 1  
 Physics (PHY) 2A, 4A  
 Life Sciences: Biology (BIO) 50A (Formerly Anatomy (AMY-2A))  
 Biology (BIO) 1, 1H, 2A, 5, 7, 8, 9, 10, 18, (Formerly BIO-34), 19 (Formerly BIO-36), 20, 50A (Formerly AMY-2A), 55 (Formerly MIC-1), 60 (Formerly BIO-11), 60H (Formerly BIO-11H)

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

Anthropology (ANT): 1, 1H  
 Astronomy (AST): 1A, 1B  
 Biology (BIO): 1, 1H, 2A, 2B, 3, 4 (Formerly BIO-17), 5, 6, 7, 8, 9, 10, 14, 15, 16 (Formerly BIO-30), 18 (Formerly BIO-34), 19 (Formerly BIO-36), 20, 31A, 31B, 31C, 31D, 31E, 40, 45 (Formerly AMY-10), 36, 55 (Formerly MIC-1), 60 (Formerly BIO-60), 60H (Formerly BIO-11H), 61 (Formerly BIO-12)  
 Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17  
 Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Computer Science (CSC): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Electronics (ELE): 23, 24, 25  
 Engineering (ENE): 10, 21, 22, 23, 27, 28, 30, 35  
 Geography (GEG): 1, 1L, 1H, 5  
 Geology (GEO): 1, 1L, 1B, 3  
 Health Science (HES): 1 (BIO-35)  
 Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36  
 Oceanography (OCE): 1, 1L  
 Physical Science (PHS): 1, 5  
 Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11  
 Psychology (PSY): 2

**A course may only be counted once.**



### Degree Change ALERT

The Health Education and Self Development requirements for the associate degree previously outlined as section VII. Additional Degree Requirements will no longer be in effect, beginning in fall 2016. Health Education and Self Development components will now be required only for Plan A as outlined in the new Area E Plans B and C will no longer require Health Education and Self Development components. In addition, the residency requirement for all associate degrees has changed to 12 units.

### Scholastic Honors at Commencement

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

### Dean's List

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

### 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 66300 and 76033) for disciplinary action. See Board Policy 5500 for details.

### Grading System

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

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. A "W" 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".

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:

- Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
- Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
- When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
- With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status as long as no more than 20 percent of the course has been completed.

- 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.
- 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.
- 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.
- The audit fee is \$15 per unit. Students enrolled in 10 or more semester units may audit an additional 3 units 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:

- Class sections wherein all students are evaluated on a Pass/No Pass basis.
- 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 Admissions at Riverside, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20 percent of a shorter-than-semester term.

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

Units earned on a Pass/No Pass basis are not used to calculate grade point averages. However, units attempted for which NP is recorded are considered in probation and dismissal procedures. Students should consult with a counselor before changing the grading option on a course. Other institutions may have unit or other restrictions regarding the acceptance of Pass/No Pass.

### Final Examinations - Final Grades

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

### ADVANCED PLACEMENT (AP)

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 3, 4 or 5 in specified subject areas. Advanced Placement subject 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.

Students who have successfully completed AP exams with scores of 3, 4 or 5 may earn credit towards GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. Please refer to the RCCD AP Credit Chart for specific information on how AP credits





are applied to each of these categories. Official AP Scores must be sent to the Admissions and Records office for official evaluation. Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution. For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive. (Example: English 1B subject credit awarded through an AP exam may not be used to satisfy the Critical Thinking requirement in IGETC Area 1B or in CSU GE Area A3.)

Students should always see a counselor to review the applicability of AP credits towards the different academic requirements.

### International Baccalaureate (IB) Credit

IB Higher Level exam scores of 5, 6, or 7 may be used to satisfy CSU GE and IGETC area requirements as determined by the CSU and UC. Please refer to the IB Chart. RCCD does not offer prerequisite or subject credit for IB exams at this time.

### Duplication of AP/IB and College Courses

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





The IB chart below is an indication of how the IB Exams may be used to satisfy RCCD GE, IGETC and CSU GE Area requirements. An acceptable IB score for RCCD GE, IGETC or CSU GE certification purposes equates to either 3 semester or 4 quarter units.

**2018-19 RCCD International Baccalaureate (IB) Examination Chart**

IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Biology HL	5,6,7	3	Natural Sciences	3 semester units toward area B2	6	3 semester units toward area 5B	5.3
IB Chemistry HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Economics HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB Geography HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB History (any region) HL	5,6,7	3	Humanities or Social Behavioral Sciences	3 semester units toward area C2 or D	6	3 semester units toward area 3B or 4	5.3
IB Language A: Literature (any language except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Language and Literature (any language, except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language, except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language A: Language and Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A



2018-2019 RCCD Advanced Placement (AP) Examination Credit Chart

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Art History	3,4,5	Art 1 and 2	3+3	Humanities	3 semester units toward Area C1 or C2	6	3 semester units toward Area 3A or 3B	5.3
Biology	3,4,5	Biology 1	4	Natural Sciences	4 semester units toward Area B2 and B3	6	4 semester units toward Area 5B and 5C	5.3
Calculus AB	3,4,5	Math 1A	4	Language and Rationality	3 semester units toward Area B4	3 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	2.7 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Calculus BC	3,4,5	Math 1A and 1B	4+4	Language and Rationality	3 semester units toward Area B4	6 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	5.3 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Chemistry <i>-Exam taken prior to Fall 2009</i>	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	6 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chemistry <i>-Exam taken Fall 2009 or later</i>	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	4 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chinese Language and Culture	3,4,5	Chinese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Comparative Government & Politics	3,4,5	Political Science 2	3	Social Behavioral Sciences	3 semester units toward Area D8	3	3 semester units toward Area 4	2.7

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Computer Science A	3,4,5	CIS/CSC Elective	3	N/A	N/A	3 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	1.3 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
Computer Science AB	3,4,5	CIS/CSC Elective	3	N/A	N/A	6 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	2.7 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
English Language and Composition	3,4,5	English 1A	4	Language and Rationality	3 semester units toward Area A2	6	3 semester units toward Area 1A	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
English Literature and Composition	3,4,5	English 1A and English Literature Elective (Elective units may be used towards AOE's in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may also be applied towards List C of the ADT in English.)	4+3	Language and Rationality and Humanities	6 semester units toward Area A2 and C2	6	3 semester units toward Area 1A or 3B	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
Environmental Science <i>-Exam taken prior to Fall 2009</i>	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3 or Area B2 and B3	4	3 semester units toward Area 5A and 5C	2.7
Environmental Science <i>-Exam taken Fall 2009 or later</i>	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3	4	3 semester units toward Area 5A and 5C	2.7

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
European History	3,4,5	<b>History 5</b>	3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3
French Language <i>-Exam taken prior to 2009</i>	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language <i>-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.</i>	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language and Culture	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Literature <i>-Exam offered until 2009</i>	3, 4, 5	<b>French Elective</b>	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language <i>-Exam taken prior to Fall 2009</i>	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language <i>-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.</i>	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language and Culture	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Human Geography	3,4,5	<b>Geography 2</b>	3	Social Behavioral Sciences	3 semester units toward Area D5	3	3 semester units toward Area 4	2.7
Italian Language and Culture	3,4,5	<b>Italian 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Japanese Language and Culture	3,4,5	Japanese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Latin Literature <i>-Exam offered until 2009</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	2.7
Latin Vergil <i>-Exam offered until 2012</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	3	3 semester units toward Area 3B and 6A	2.7
Latin	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Macroeconomics	3,4,5	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Microeconomics	3,4,5	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Music Theory <i>-Exam taken prior to Fall 2009</i>	3 4,5	Music Elective Music 3	3 4	Humanities	3 semester units toward Area C1	6	N/A	5.3
Music Theory <i>-Exam taken Fall 2009 or later</i>	3 4,5	Music Elective Music 3	3 4	Humanities	N/A	6	N/A	5.3
Physics 1	3,4,5	Physics 10 and 11 (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics 2	3,4,5	<b>Physics 10 and 11</b> (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B <i>-Exam taken prior to Fall 2009</i>	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	6 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B <i>-Exam taken between Fall 2009 and 2014. Exam offered until 2014.</i>	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	4 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics C: Mechanics	3,4,5	<b>Physics 4A</b>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics C: Electricity and Magnetism	3,4,5	Physics 4B	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)
Psychology	3,4,5	Psychology 1	3	Social Behavioral Sciences	3 semester units toward Area D9	3	3 semester units toward Area 4	2.7
Seminar	3,4,5	No Equivalent Course	N/A	N/A	N/A	3	N/A	N/A
Spanish Language <i>-Exam was offered until 2014</i>	3,4,5	Spanish 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Language and Culture	3,4,5	Spanish 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature <i>-Exam was offered until 2013</i>	3,4,5	Spanish Elective	3	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature and Culture	3,4,5	Spanish Elective	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Statistics	3,4,5	Math 12	4	Language and Rationality	3 semester units toward Area B4	3	3 semester units toward Area 2A	2.7
Studio Art: 2D Design	3,4,5	Art 22 (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Studio Art: 3D Design	3,4,5	<b>Art 24</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
Studio Art: Drawing	3,4,5	<b>Art 17</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
U.S. Government & Politics	3,4,5	<b>Political Science 1</b>	3	American Institutions	3 semester units toward Area D8 and US-2	3	3 semester units toward Area 4 and US-2	2.7
U. S. History	3,4,5	<b>History 6 and 7</b>	3+3	American Institutions	3 semester units toward Area C2 or D6 and US-1	6	3 semester units toward Area 3B or 4 and US-1	5.3
World History	3,4,5	<b>History 1 and 2</b>	3+3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3

-Actual AP transfer credit and number of units awarded for AP exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems.

-The AP chart is based on the most current information available at the time of catalog publication.

-The UC system-wide Policy for AP credit (units towards admission and towards IGETC) can be found at: <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-iget-req.pdf>

-The CSU system-wide policy for AP (units towards admission and towards CSU GE Breadth) can be found at: <http://www.calstate.edu/acadaff/codedmemos/AA-2015-19.pdf>

-2017 IGETC Standards Version 1.8  
<http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201.8%20final%20version.doc.pdf>

**-Important Note:** Each CSU and UC campus determines how an AP exam may count toward credit in a particular major and which scores they consider acceptable. This information may be found in either the university's college catalog or on their website. Students should see a counselor to review the applicability of AP credits towards the different academic requirements.





## CREDIT BY EXAMINATION

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

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed 12 units or more 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, including concurrently enrolled high school students, must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside, Moreno Valley and Norco colleges and pay enrollment fees including out of state and/or out of country tuition where applicable.

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

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

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

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

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 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.** 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.

### 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 Evaluations, (951) 571-6407.



<b>2018-2019 RCCCD College-Level Examination Program (CLEP) Credit Chart</b>						
<b>CLEP Examination</b>	<b>Passing Score</b>	<b>RCCD Associate Degree Subject Credit</b>	<b>RCCD Unit Credit</b>	<b>RCCD GE</b>	<b>CSU GE</b>	<b>CSU Semester Units Earned Toward Transfer</b>
American Government	50	<b>Political Science 1</b>	3	American Institutions	3 semester units toward Area D	3
American Literature	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
Analyzing and Interpreting Literature	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
Biology	50	<b>Biology 10</b>	3	Natural Sciences	3 semester units toward Area B2	3
Calculus	50	<b>Math 1A</b>	4	Language and Rationality	3 semester units toward Area B4	3
Chemistry	50	<b>Chemistry 10</b>	3	Natural Sciences	3 semester units toward Area B1	3
College Algebra	50	<b>Math 11</b>	4	Language and Rationality	3 semester units toward Area B4	3
College Composition	50	<b>English 1A and Elective</b>	4+4	Language and Rationality	N/A	N/A
College Composition-Modular	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	N/A
College Mathematics	50	<b>Math 25 and Elective</b>	3+3	Language and Rationality	N/A	N/A
English Literature <i>-Exam taken prior to Fall 2011</i>	50	<b>English Literature Elective</b>	3	Humanities	3 semester units toward Area C2	3
English Literature <i>-Exam taken Fall 2011 or later</i>	50	<b>English Literature Elective</b>	3	Humanities	N/A	3
Financial Accounting	50	<b>No Equivalent Course</b>	N/A	N/A	N/A	3

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
French Language Level I	50	French 1 and 2	5+5	Humanities	N/A	6
French Language Level II <i>-Exam taken prior to Fall 2015</i>	59	French 1, 2, 3 and 4	5+5+5+5	Humanities	3 semester units toward Area C2	12
French Language Level II <i>-Exam taken Fall 2015 or later</i>	59	French 1, 2, 3 and 4	5+5+5+5	Humanities	3 semester units toward Area C2	9
German Language Level I	50	German 1 and 2	5+5	Humanities	N/A	6
German Language Level II <i>-Exam taken prior to Fall 2015</i>	60	German 1, 2, and 3	5+5+5	Humanities	3 semester units toward Area C2	12
German Language Level II <i>-Exam taken Fall 2015 or later</i>	60	German 1, 2, and 3	5+5+5	Humanities	3 semester units toward Area C2	9
History of the United States I	50	History 6	3	American Institutions	3 semester units toward Area D and US-1	3
History of the United States II	50	History 7	3	American Institutions	3 semester units toward Area D and US-1	3
Human Growth and Development	50	No Equivalent Course	N/A	N/A	3 semester units toward Area E	3
Humanities	50	Humanities Elective	3	Humanities	3 semester units toward Area C2	3
Information Systems and Computer Applications	50	Computer Information Systems 1A	3	Language and Rationality	N/A	3

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Introduction to Educational Psychology	50	No Equivalent Course	N/A	N/A	N/A	3
Introductory Business Law	50	Business Elective	3	N/A	N/A	3
Introductory Psychology	50	No Equivalent Course	N/A	N/A	3 semester units toward Area D	3
Introductory Sociology	50	Sociology 1	3	Social Behavioral Sciences	3 semester units toward Area D	3
Natural Sciences	50	Life Science and Physical Science Elective	3+3	Natural Sciences	3 semester units toward Area B1 or B2	3
Pre-Calculus	50	No Equivalent Course	N/A	N/A	3 semester units toward Area B4	3
Principles of Accounting	50	No Equivalent Course	N/A	N/A	N/A	3
Principles of Macroeconomics	50	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D	3
Principles of Management	50	Management 44	3	N/A	N/A	3
Principles of Marketing	50	Marketing 20	3	N/A	N/A	3
Principles of Microeconomics	50	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D	3
Social Sciences and History	50	Social Science and History Elective	3+3	Social Behavioral Sciences	N/A	N/A

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Spanish Language Level I	50	<b>Spanish 1</b>	5	Humanities	N/A	6
Spanish Language Level II <i>-Exam taken prior to Fall 2015</i>	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	12
Spanish Language Level II <i>-Exam taken Fall 2015 or later</i>	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	9
Trigonometry <i>-Exam taken prior to Fall 2006</i>	50	<b>Math 36</b>	4	Language and Rationality	3 semester units toward Area B4	3
Western Civilization I: Ancient Near East to 1648	50	<b>History 4</b>	3	Humanities or Social Behavioral Sciences	3 semester units toward Area C2 or D	3
Western Civilization II: 1648 to Present	50	<b>History 5</b>	3	Humanities or Social Behavioral Sciences	3 semester units toward area D	3

-Actual transfer credits and number of units awarded for CLEP exams towards CSU GE and towards admission is determined by the CSU system. The CLEP chart is based on the most current information available at the time of catalog publication.

-The CSU system-wide policy for CLEP credit can be found at: <https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx>

-Students should always see a counselor to review the applicability of CLEP credits towards the different academic requirements.



Section IV

REQUIREMENTS  
FOR  
COLLEGE  
TRANSFER

# CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

**University of California (UC)**  
 UC Website: [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)

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



**California State University (CSU)**

CSU Website: [www2.calstate.edu](http://www2.calstate.edu)

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

## REQUIREMENTS FOR TRANSFER TO A FOUR-YEAR INSTITUTION

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 Career 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 Comprehensive Student Educational Plan (CSEP), 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. 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. 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. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

## 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 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 2018 must follow the 2018-2019 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. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

## 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](http://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](http://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](http://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 a unique set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, students can meet with a counselor to see if Moreno Valley College has an articulation agreement with the school of interest. Some private and out-of-state universities do accept the CSU GE or IGETC pattern. Students should check with a counselor to see if this is the case with a school interest. If there is no articulation agreement with the school, students 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 four-year institutions in California. Their website can be accessed at [www.aiccu.edu](http://www.aiccu.edu).



## ASSOCIATE DEGREES FOR TRANSFER (ADT)

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://degreewithguarantee.com/>.

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.

## Anthropology

(CSUGE) MAA616  
(IGETC) MAA618

The Associate in Arts in Anthropology for Degree Transfer is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the baccalaureate degree in Anthropology at a California State University. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of humans and the world in which we live.

### Program Learning Outcomes

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

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

Required Core Courses (18-19 units)		Units
ANT-1*, 1H*	Physical Anthropology/Honors	3
ANT-2*	Cultural Anthropology	3
ANT-6*	Introduction to Archaeology	3
List A	Choose from the list below	3-4
List B	Choose from the list below	3-4
List C	Choose from the list below	3

List A: Choose 3-4 units from the following: Units

ANT-3*	Prehistoric Cultures	3
MAT-12/12H	Statistics/Honors	4

List B: Choose 3-4 units from the following: Units

GEG-1*	Physical Geography	3
PSY-50	Research Methods in Psychology	4

List C: Choose a minimum of 3 units from the following:  
Units

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

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

**Associate Degree for Transfer in Anthropology** 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.

### Biology

(CSUGE) MAS767  
(IGETC) MAS768

The Associate in Science in Biology for Degree Transfer introduces the concepts and principles upon which biologic knowledge is based including the biochemistry, structure and function, ecology and evolution of organisms, from the levels of cells through the biosphere. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The Associate in Science in Biology for Transfer degree provides students with a core curriculum that will prepare them with the knowledge and skills required to succeed in the study of biology. This degree aligns with the approved Transfer Model Curriculum (TMC) in Biology. The intent of this degree is to assist students in seamlessly transferring to a CSU.

### Program Learning Outcomes

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

- Be able to identify and explain fundamental biological concepts and principles on the molecular, cellular, organismal, population, ecological, environmental and evolutionary levels.
- Apply knowledge of biological concepts to formulate questions and hypotheses for research and demonstrate ability to find, read, understand, and critically evaluate scientific papers.
- Develop experimental skills and techniques used in laboratory and field research and use the scientific method to develop hypotheses, design and execute experiments.

Required Courses (32 units) Units

BIO-60*/60H*	Introduction to Molecular and Cellular Biology/Honors	5
(Formerly BIO-11/11H)*		
BIO-61*(Formerly BIO-12)	Introduction to Organismal and Population Biology	5
CHE-1A*/1AH*		
CHE-1B*/1BH*	General Chemistry II/Honors	5
MAT-1A*	Calculus I	4
PHY-4A*	Mechanics A	4
PHY-4B*	Electricity and Magnetism	4

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

**Associate Degree for Transfer in Biology** will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

### Business Administration

(CSUGE) MAS626  
(IGETC) MAS628

This degree is designed to facilitate the student’s passage from Moreno Valley College to the California State University System with an Associate in Science in Business Administration for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the bachelor’s degree in Business Administration at CSU. With this degree the student will be prepared for transfer to the university upper division level.

### Program Learning Outcomes

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses (25 units)		Units
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
BUS-10/10H	Introduction to Business/Honors	3
BUS-18A	Business Law I	3
CIS-1A	Introduction to Computer Information Systems	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
MAT-12*/12H*	Statistics/Honors	4

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

**Associate Degree for Transfer in Business Administration** 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.

## Communication Studies

(CSUGE) MAA587  
(IGETC) MAA588

The Associate in Arts in Communication Studies for Degree Transfer 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/Honors	3
COM-9*/9H*	Interpersonal Communication/Honors	3
Electives from Group A		3
Electives from Group B		6
Electives from Group C		3-4
Electives Group A (3 units)		Units
COM-2*	Persuasion in Rhetorical Perspective	3
COM-3*	Argumentation and Debate	3
COM-6*	Dynamics of Small Group Communication	3
Electives Group B (6 units)		Units
Any course not applied in group A		
COM-7	Oral Interpretation of Literature	3
COM-12*	Intercultural Communication	3

Electives Group C (3-4 units)		Units
Any COM course not applied in group A or B above		
COM-13*	Gender and Communication	3
ANT-2*/2H*	Cultural Anthropology/Honors	3
JOU-7*	Mass Communications	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3

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

**Associate Degree for Transfer in Communication Studies** 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. Courses in the major must be completed with a grade of "C" or better.

## Computer Science

(IGETC) MAS650

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

### Program Learning Outcomes

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

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

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

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

**Associate Degree for Transfer in Computer Science** will be awarded upon completion of 60 California State University (CSU)



transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

## Early Childhood Education

(CSUGE) MAS529

(IGETC) MAS530

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

### Program Learning Outcomes

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

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

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

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

### Associate Degree for Transfer in Early Childhood Education

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.

## English

(CSUGE) MAA648

(IGETC) MAA649

The Associate in Arts in English for Degree Transfer is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any baccalaureate institution, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning the Associate in Arts in English for Transfer 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:

- 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.
- Write essays of literary analysis effectively supported by integrated, interpreted, and relevant textual evidence.
- Demonstrate an understanding of how cultural history informs and is informed by literature.

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

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

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

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

Any course from List A not already used		
ENG-11*	Creative Writing	3
ENG-16*	Introduction to Linguistics	3

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

Any course from List A and List B not already used		
COM-7	Oral Interpretation of Literature	3
ENG-9*	Introduction to Shakespeare	3

ENG-10	Special Studies in Literature	3
ENG-20*	Survey of African American Literature	3
ENG/HUM-23*	The Bible as Literature	3
ENG-25*	Latino Literature of the United States	3
ENG-30*	Children's Literature	3
ENG-35*	Images of Women in Literature	3
JOU-1	Introduction to Journalism	3
JOU-20A	Newspaper: Beginning	3

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

**Associate Degree for Transfer in English** 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. Courses in the major must be completed with a grade of "C" or better.

## History

(CSUGE) MAA744

(IGETC) MAA745

The Associate in Arts in History for Degree Transfer is a curricular pattern designed specifically to transfer students as history majors with junior status to the CSU system. Though the Associate in Arts in History for Transfer also provides broad general preparation for history majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in History for Transfer degree will acquire a broad perspective on the human experience and appreciate how the past has shaped the present. They will learn about major events and people of the past, especially their social, cultural and political effects. In addition, students will learn how to interpret, debate, and draw conclusions using primary historical sources.

## Program Learning Outcomes

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

- Describe, explain, and evaluate historical information and demonstrate an understanding of the nature of historical processes.
- Identify and analyze the sources of historical information and research methodologies.
- Objectively explain critical issues in history and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately.
- Employ a variety of current historical methodologies in the research, analysis and evaluation of data.
- Comprehend and demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented.

Required Courses (18 units)	Units	
HIS-6*/6H*	Political and Social History of the United States/Honors	3
HIS-7*/7H*	Political and Social History of the United States/Honors	3

List A Choose two courses from the following:

HIS-1*/1H*	History of World Civilizations I/Honors	3
or		
HIS-4*	History of Western Civilization I	3
HIS-2*/2H	History of World Civilizations II/Honors	3
or		
HIS-5*	History of Western Civilization II	3

List B Choose one course from each group:

### Group 1

HIS-1*/1H*	History of World Civilizations I/Honors (If not used in List A)	3
HIS-2*/2H*	History of World Civilizations II/Honors (If not used in List A)	3
HIS-14*	African American History I	3
HIS-15*	African American History II	3
HIS-34*	History of Women in America	3

### Group 2

ANT-1*	Physical Anthropology/Honors	3
ANT-1H		
ANT-2*	Cultural Anthropology/Honors	3
ANT-2H		
ART-1*	History of Western Art: Prehistoric, Ancient, and Medieval/Honors	3
ART-1H		
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
HIS-11*	Military History of the United States to 1900	3
HIS-12*	Military History of the United States Since 1900	3
HIS-26*	History of California	3
HUM-4*/4H*	Arts and Ideas: Ancient World Through the Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-4*/4H*	Introduction to World Politics/Honors	3
PSY-1*	General Psychology	3
PSY-1H	Honors General Psychology	
SOC-1*	Introduction to Sociology	3
SOC-1H	Honors Introduction to Sociology	
SOC-2*	American Social Programs	3
SOC-10*	Race and Ethnic Relations	3

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

**Associate Degree for Transfer in History** 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. Courses in the major must be completed with a grade of "C" or better.

## Mathematics

(CSUGE) MAS719  
(IGETC) MAS720

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

### Program Learning Outcomes

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

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

Required Courses (19-20 units)		Units
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4
Choose 2 courses from the following with at least 1 course from Group A		7-8

Group A		Units
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

Group B		Units
PHY-4A*	Mechanics	4
CIS-5	Programming Concepts and Methodology I: C++	4

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

**Associate Degree for Transfer in Mathematics** will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of “C” or better.

## Music

(CSUGE) MAA704  
(IGETC) MAA705

The Associate in Arts in Music for Transfer Degree is designed to satisfy the lower division requirements for the Baccalaureate in Arts in Music within the California State University system. This degree represents the attainment of a high level of proficiency in music theory, analysis, composition, and ear training/musicianship skills, and provides experiences in ensemble participation and solo performance. Students should also explore music history, music technology, and keyboard skills as part of their preparation. Music training develops critical thinking and teamwork skills that would be valuable in any profession. Careers for music graduates typically include performing, teaching, conducting, music production (recording), arranging, and composing, or a combination of these.

## Program Learning Outcomes

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

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate) using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to “audiate” a musical score by sight reading and performing complex rhythms and by sightsinging chromatic, modulating, and post-tonal melodies.
- Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions.
- Analyze chromatic harmonic progressions that include modulation using 20<sup>th</sup> century techniques.
- Write, analyze, and compose music using 20<sup>th</sup> century techniques, such as tone rows, set theory, augmented sixth chords, pandiatonicism and polytonalism.
- Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

Required Courses (24 units)		Units
<u>Theory (16 units):</u>		
MUS-3*	Fundamentals of Music	4
MUS-4*	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

Applied Music: 1 unit per semester for a total of 4 units from the following:

MUS-87 Applied Music Training (1 unit/4 semester) 4

Ensemble: 1 unit per semester for a total of 4 units from among the following:

MUS-29	Concert Choir	1
MUS-31	College Choir	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-83	Advanced Chamber Choir	1
MUS-P70	Guitar Lab Ensemble II	1

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

Notes: Students who wish to complete an Associate in Arts in Music for Transfer degree should be encouraged to study the courses below as additional preparation for upper-division music study:

- (1) Music Appreciation/History/Literature:—counts in CSU GE Area C1 (one or two classes allowed/recommended)
  - MUS 19, Music Appreciation, 3 units
  - MUS 20, Great Composers and Masterpieces of Music Before 1820, 3 units
  - MUS 21, Great Composers and Masterpieces of Music After 1820, 3 units
  - MUS 22, Survey of Music Literature, 3 units

- (2) Colleges must require keyboard proficiency by exam.  
 Keyboard Proficiency: 1-4 units (required placement exam to exit the College and evaluation upon entry at the transfer institution). For students with no previous keyboard experience: “MUS 32 family”  
 MUS 32 A, Class Piano I—1 unit  
 MUS 32 B, Class Piano II—1 unit  
 MUS 32 C, Class Piano III—1 unit  
 MUS 32 D, Class Piano IV—1 unit  
 MUS 53 Keyboard Proficiency—1 unit

**Associate Degree for Transfer in Music** 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 with a minimum grade point average of 2.0. Courses in the major must be completed with a grade of “C” or better.

## Philosophy

(CSUGE) MAA715  
 (IGETC) MAA717

The Associate in Arts in Philosophy 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 in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

### Program Learning Outcomes

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

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

Required Courses (18 units)	Units
PHI/MAT-32* Introduction to Symbolic Logic	3
PHI-10*/10H* Introduction to Philosophy/Honors	3
PHI-12* Introduction to Ethics: Contemporary Moral Issues	3
PHI/HUM-35* Philosophy of Religion	3
List A Take one course from the list below	3
List B Take one course from the list below	3

List A Take 3 units from the following:

PHI-11* Critical Thinking	3
HIS-4* History of Western Civilization I	3
HIS-5* History of Western Civilization II	3

List B Take 3 units from the following:

Any course from List A that has not been used or		
PHI-15*	Bio-Medical Ethics	3
HIS-1*/1H*	History of World Civilizations I/Honors	3
HIS-2*/2H*	History of World Civilizations II/Honors	3
HUM-4*/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/ Honors	3
HUM-5*/5H*	Arts and Ideas: The Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3

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

**Associate Degree for Transfer in Philosophy** 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. Courses in the major must be completed with a grade of “C” or better.

## Political Science

(CSUGE) MAA754  
 (IGETC) MAA755

The Associate in Arts in Political Science for Transfer degree is a curricular pattern designed specifically to transfer students as political science majors with junior status to the CSU system. Though the Associate in Arts in Political Science for Transfer also provides broad general preparation for political science majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Political Science for Transfer will be provided with a deep appreciation of the social, economic and cultural dimensions of politics and encouraged to approach all political designs and ideas critically.

### Program Learning Outcomes

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

- Describe, explain, and evaluate American political institutions, political systems, policies and processes;
- Identify and analyze the major current global and domestic political theories and ideologies;
- Objectively explain critical issues in American, Comparative and World politics and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately;
- Employ a variety of current social scientific methodologies in the research, analysis and evaluation of data;
- Demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented

Required Courses (18-19 units)	Units	
POL-1*/1H*	American Politics/Honors	3
LIST A	Choose from the list below	9-10
LIST B	Choose from the list below	6



**LIST A Choose three courses from the following (9-10 units)**

POL-2*/2H*	Comparative Politics/Honors	3
POL-3*	Introduction to Politics	3
POL-4*/4H*	Introduction to World Politics/Honors	3
POL-11*	Political Theory	3
MAT-12*/12H*	Statistics/Honors	4

**LIST B Choose two courses from the following (6 units)**

Any course from List A not already used		
POL-5*	The Law and Politics	3
POL-8*	Introduction to Public Administration and Policy Development	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
HIS-7*/7H*	Political and Social History of the US/Honors	3

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

**Associate Degree for Transfer in Political Science** 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. Courses in the major must be completed with a grade of "C" or better.

**Psychology****(CSUGE) MAA566****(IGETC) MAA568**

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

**Program Learning Outcomes:**

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

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

**Required Courses (20 units)**

	Units	
PSY-1*/1H*	General Psychology/Honors	3
PSY-2*	Biological Psychology	3
PSY-9*	Developmental Psychology	3
PSY-50*	Research Methods in Psychology	4
MAT-12*/12H*	Statistics/Honors	4
Electives	List A	3

**LIST A (3 units)**

	Units	
PSY-8*	Introduction to Social Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3

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

**Associate Degree for Transfer in Psychology** 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. Courses in the major must be completed with a grade of "C" or better.

**Sociology****(CSUGE) MAA695****(IGETC) MAA696**

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

**Program Learning Outcomes**

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

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology

**Required Courses (18-19 units)**

	Units	
SOC-1*	Introduction to Sociology	3
Electives from Group A		6-7
Electives from Group B		6
Electives from Group C		3

**Electives Group A (6-7 units)**

	Units	
MAT-12*/12H*	Statistics/Honors	4
SOC-2*	American Social Problems	3
SOC-50*	Introduction to Social Research Methods	3

**Electives Group B (6 units)**

	Units	
SOC-10*	Race and Ethnic Relations	3
SOC-12*	Marriage Family Relations	3
SOC-20*	Introduction to Criminology	3



Electives Group C (3 units)		Units
ANT-2*/2H*	Cultural Anthropology/Honors	3
PSY-1*/1H*	General Psychology/Honors	3
PSY-8*	Introduction to Social Psychology	3

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

**Associate Degree for Transfer in Sociology** 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. Courses in the major must be completed with a grade of “C” or better.

## Spanish

(CSUGE) MAA707  
(IGETC) MAA708

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

### Program Learning Outcomes

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own

Required Courses (23 units)		Units
SPA-1*/1H*	Spanish 1/Honors Spanish 1	5
SPA-2*/2H*	Spanish 2/Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish 3N	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3
List A: Select a minimum of one course (3 units)		Units
SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

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

**Associate Degree for Transfer in Spanish** 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. Courses in the major must be completed with a grade of “C” or better.

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

ANT-2	Introduction to Cultural Anthropology	CSU Area D
ANT-8	Introduction to Language and Culture	CSU Area D
ART-13	Pre-Columbian Art History	CSU Area C1
ART-14	Latin American Art: Colonial to the Present	CSU Area C1
COM-12	Intercultural Communication	CSU Area D
ENG-25	Latino Literature of the United States	CSU Area C2
GEG-2	Introduction to Human Geography	CSU Area D
HIS-31	Chicano/a or U.S. Latino History	CSU Area C2 or D
SOC-1/1H	Introduction to Sociology	CSU Area D
SOC-10	Introduction to Race & Ethnicity	CSU Area D

## Studio Arts

(CSUGE) MAA693  
(IGETC) MAA694

The Associate in Arts in Studio Arts for Degree Transfer e is designed to facilitate the student's passage from Moreno Valley College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. It will also provide the student with a sufficient preparation for continued study and practice in studio arts.

**Program Learning Outcomes**

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

- Articulate ideas utilizing art terminology for critical discussion
- Demonstrate proficient technical and creative skills with a variety of art materials
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context

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

List A: Choose 3 units from the following: Units

ART-1*	History of Western Art: Pre-Historic, Ancient, and Medieval	3
ART-12	Asian Art History	3
ART-5	Non Western Art History	3

List B: Choose one course from any three of the following areas for a maximum of 9 units: Units

<u>Curricular Area</u>			
Drawing	ART-40A	Figure Drawing	3
	ART-18	Intermediate Drawing	3
Painting	ART-26	Beginning Painting	3
Digital Art	ART-36A	Computer Art-Introduction	3
Color	ART-23	Design and Color	3

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

**Associate Degree for Transfer in Studio Arts** 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. Courses in the major must be completed with a grade of “C” or better.



### Moreno Valley College

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS 2018-2019

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. Note: Moreno Valley College, Riverside City College and Norco College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.

#### 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  
ENG-1B or 1BH Critical Thinking and Writing  
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:

AST-1A Introduction to the Solar System  
AST-1B Introduction to the Stars & Galaxies  
CHE-1A General Chemistry I  
CHE-1AH Honors General Chemistry I  
CHE-1B General Chemistry II  
CHE-1BH Honors General Chemistry II  
CHE-2A Introductory Chemistry I  
CHE-2B Introductory Chemistry II

GEG-1 or 1H Physical Geography  
GEG-1L Physical Geography Lab  
(GEG-1L has a Corequisite of GEG-1 or 1H)  
PHS-1 Introduction to Physical Science  
PHY-4A Mechanics  
PHY-4B Electricity and Magnetism  
PHY-4C Heat, Light and Waves  
PHY-4D Modern Physics

PHY-10 Intro General Physics  
PHY-11 Physics Lab (PHY-11 has a Corequisite of PHY-10)

##### B-2: Life Science:

ANT-1/1L or 1H/1L Physical Anthropology  
BIO-1 or 1H General Biology  
BIO-4 Human Biology (Formerly BIO-17)  
BIO-18 Human Genetics (Formerly BIO-34)  
BIO-45 Survey of Human A and P (Formerly AMY-10)

BIO-50A Anatomy and Physiology I (Formerly AMY-2A)  
BIO-50B Anatomy and Physiology II (Formerly AMY-2B)  
BIO-55 Microbiology (Formerly MIC-1)

BIO-60 or 60H Intro. to Molecular and Cell (Formerly BIO-11/11H)  
BIO-61 Intro. to Organismal and Population (Formerly BIO-12)  
PSY-2 Biological Psychology

##### B-3: Laboratory Activity:

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

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

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

MAT-3 Linear Algebra  
MAT-10 Pre-Calculus  
MAT-11 College Algebra  
MAT-12 Statistics

MAT-26 Math for Elementary Teachers  
MAT-36 Trigonometry  
PSY-48 Statistics for the Behavioral Sciences  
SOC-48 Statistics for the Behavioral Sciences

#### 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 History of West Art: Prehistoric  
ART-2 History of Western Art: Renass  
ART-5 History of Non Western Art  
ART-6 or 6H Art Appreciation  
ART-7 Women Artists in History  
ART-9 African Art History  
ART-12 Asian Art History  
Art-13 Pre-Columbian Art History  
ART-14 Latin American Art

COM-7 Oral Interpretation of Literature  
DAN-6 Dance Appreciation  
FST-1 Introduction to Film Studies  
FST-3 Introduction to International Cinema  
FST-4 Introduction to Film Genres  
FST-5 Fiction and Film: Adaptation  
MUS-3 Fundamentals of Music  
MUS-4 Music Theory I  
MUS-19 or 19H Music Appreciation

MUS-20 Great Composers & Music Mast  
MUS-21 Great Composers & Music Mast  
MUS-22 Survey of Music Literature  
MUS-23-History of Rock and Roll  
MUS-25 Jazz Appreciation  
MUS-26 Film Music Appreciation  
THE-3 Introduction to the Theater

##### C-2: Humanities:

AML-1 American Sign Language 1  
AML-2 American Sign Language 2  
COM-7 Oral Interpretation of Literature  
ENG-1B Critical Thinking and Writing  
ENG-1BH Honors Critical Thinking ENG-6  
British Lit I: AS to 18th Century

ENG-7 British Lit II: Romanticism  
ENG-9 Introduction to Shakespeare  
ENG-11 Creative Writing  
ENG-14 American Literature I: Pre-  
ENG-15 American Literature II: 1860 to  
ENG-16 Introduction to Linguistics

ENG-20 African American Literature  
ENG-23 The Bible as Literature  
ENG-25 Latino Literature of the U.S  
ENG-30 Children's Literature  
ENG-35 Images of Women in Literature  
ENG-40 World Lit I: Ancient Lit through 1650



**C-2: Humanities Continued:**

ENG-41 World Lit II: 1650 C.E. through the  
 ENG-48 Short Story and Novel 20th Century  
 FST-5 Fiction and Film: Adaptation  
 HIS-1 History of World Civilizations I  
 HIS-2 History of World Civilization II  
 HIS-4 History of the Western Civilization I  
 HIS-5 History of the Western Civilization II  
 HIS-6 or 6H US History  
 HIS-7 or 7H US History  
 HIS-11 Military History of the US  
 HIS-12 Military History of the US since  
 HIS-14 African American History I  
 HIS-15 African American History II  
 HIS-21 History of Ancient Greece  
 HIS-22 History of Ancient Rome

HIS-26 History of California  
 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  
 HUM-4H Honors Arts and Ideas:  
 HUM-5 Arts and Ideas:  
 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  
 PHI-10/10H Introduction to Philosophy  
 PHI-12 Introduction to Ethics  
 PHI-15 Bio-Medical Ethics  
 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

**D. Social Sciences (min. 9 semester units) – Select three courses from at least two discipline**

ADJ-3 Concepts of Criminal Law  
 ANT-2 or 2H Cultural Anthropology  
 ANT-3 Prehistoric Cultures  
 ANT-4 Native American Cultures  
 ANT-5 Cultures of Ancient Mexico  
 ANT-6 Introduction to Archaeology  
 ANT-7 Anthropology of Religion  
 ANT-8 Language and Culture  
 COM-9 Interpersonal Communication or  
 COM-9H Honors Interpersonal Comm.  
 COM-12 Intercultural Communication  
 COM-13 Gender Communication  
 EAR-20 Child Growth and Development  
 EAR-42 Child, Family, and Community  
 ECO-4 Introduction to Economics  
 ECO-5 Economics of the Environment  
 ECO-6 Introduction to Political Economy  
 ECO-7 or 7H Principles of Macro  
 ECO-8 or 8H Principles of Micro

GEG-3 World Regional Geography  
 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 US  
 HIS-7 Political and Social History of the U.S.  
 HIS-7H Honors Political and Social History US  
 HIS-11 Military History of the US to 1900  
 HIS-12 Military History of the US since  
 HIS-14 African American History I  
 HIS-15 African American History II  
 HIS-21 History of Ancient Greece  
 HIS-22 History of Ancient Rome  
 HIS-26 History of California  
 HIS-31 Intro to Chicano/a Studies

HIS-34 History of Women in America  
 HIS-35 History of England  
 JOU-7 Mass Communications  
 POL-1 American Politics  
 POL-1H Honors American Politics  
 POL-2 or 2H Comparative Politics  
 POL-3 Intro to Politics  
 POL-4 or 4H Intro to World Politics  
 POL-5 The Law and Politics  
 POL-6 Introduction to Political Economy  
 POL-8 Administration and Policy Dev  
 POL-11 Political Theory  
 PSY-1 or 1H General Psychology (Honors)  
 PSY-8 Introduction to Social Psychology  
 PSY-9 Developmental Psychology  
 PSY-33 Theories of Personality  
 PSY-35 Abnormal Psychology  
 PSY-50 Research Methods  
 SOC-1 Introduction to Sociology  
 SOC-2 American Social Problems  
 SOC-10 Race and Ethnic Relations  
 SOC-12 Marriage and Family Relations  
 SOC-20 Introduction to Criminology  
 SOC-50 Introduction to Social Research

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

BIO-16 Human Reproduction  
 (Formerly BIO-30)  
 DAN Activities (1 Unit)  
 EAR-20 Child Development  
 EAR- 42 Child, Family and Community  
 GUI-47 Career Exploration and Life Planning  
 GUI-48 College Success Strategies

BIO-35/HES-1 Health Science  
 KIN-4 Nutrition  
 KIN-10 Introduction to Kinesiology  
 KIN-35 Foundation for Fitness and Wellness

KIN Activities (1 Unit)  
 PSY-9 Developmental Psychology  
 PSY-33 Theories of Personality  
 SOC-12 Marriage and Family Relations

*Veterans who submit a DD214 will be awarded 3 units of credit and cleared area E on CSUGE.*

*Certification of Kinesiology and Dance activities is Maximum of 1 unit. Activity should be paired with GUI 48 for full area certification.*

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

Although this is not part of the general education requirements, it is a CSU graduation requirement that you can complete at a community college before you transfer. HIS- courses listed below 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 or 6H Political & Social History of the U.S.  
 HIS-7 or 7H Political & Social History of the U.S.  
 HIS-11 or 12 Military History of the U.S I or II  
 HIS-14 or 15 African American History I or II  
 HIS-31 Intro to Chicano Studies  
 HIS-34 History of Women in America

**2. Constitution and Government (3)**

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

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)
6. MVC's POL-1 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students with a score of 3 or higher on the AP U.S. Government and Politics exam or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

**Moreno Valley College**  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2018-2019**  
**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:** All ADT degrees will require area 1C to be completed

**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 (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
MAT-1B Calculus II	MAT-3 Linear Algebra	PSY-48 Statistics for the Behavioral Sciences
MAT-1C Calculus III	MAT-10 Pre-Calculus	SOC-48 Statistics for the Behavioral Sciences
	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-1/1H History of Western Art: Prehistoric,  
 ART-2 History of Western Art: Renaissance  
 ART-5 History of Non-Western Art  
 ART-6 or 6H Art Appreciation  
 ART-7 Women Artists in History  
 ART-9 African Art History  
 ART-12 Asian Art History  
 ART-13 Pre-Columbian Art History

ART-14 Latin American Art History  
 DAN-6 Dance Appreciation  
 FST-1 Introduction to Film Studies  
 FST-3 Introduction to Int'l Cinema  
 FST-4 Introduction to Film Genres  
 FST-5 Fiction and Film: Adaptation  
 MUS-3 Fundamentals of Music  
 MUS-4 Music Theory I

MUS-19 or 19H Music Appreciation  
 MUS-20 Great Composers & Music I  
 MUS-21 Great Composers & Music II  
 MUS-22 Survey of Music Literature  
 MUS-23 History of Rock and Roll  
 MUS-25 Jazz Appreciation  
 MUS-26 Film Music Appreciation  
 THE-3 Introduction to the Theater

**3B – Humanities:**

COM-12 Intercultural Communication  
 ENG-6 British Literature I: Anglo-Saxon to 18<sup>th</sup> Century  
 ENG-7 British Literature II: Romanticism to Postmodernism  
 ENG-9 Introduction to Shakespeare  
 ENG-14 American Literature I: Pre-Contact to Civil War  
 ENG-15 American Literature II: 1860 to the Present  
 ENG-16 Introduction to Linguistics  
 ENG-20 African American Literature  
 ENG-23 The Bible as Literature  
 ENG-25 Latino Literature of the United States  
 ENG-30 Children's Literature  
 ENG-35 Images of Women in Literature  
 ENG-40 World Literature I: From Ancient through 1650  
 ENG-41 World Literature II: 1650 C.E. to the Present  
 ENG-48 Short Story and Novel from 20th Century to Present  
 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 or 6H Political and Social History of the U.S.  
 HIS-7 or 7H Political and Social History of the U.S.

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 -15 African American History II  
 HIS -21 History of Ancient Greece  
 HIS -22 History of Ancient Rome  
 HIS -26 History of California  
 HIS-31 Introduction to Chicano Studies  
 HIS-34 History of Women in America  
 HIS- 35 History of England  
 HUM-4 or 4H Arts and Ideas: Ancient World  
 Through the Late Medieval Period  
 HUM-5 Arts and Ideas: The Renaissance  
 through The Modern Era or  
 HUM-5H Honors Arts and Ideas The  
 Renaissance Through the Modern Era

HUM-8 Introduction to Mythology

HUM-10 World Religions  
 HUM-10H Honors World Religions  
 HUM-23 The Bible as Literature  
 HUM-35 Philosophy of Religion  
 PHI-10 Introduction to Philosophy or  
 PHI-10H Honors Introduction to Philosophy  
 PHI-12 Introduction to Ethics:  
 Contemporary Moral Issues  
 PHI-35 Philosophy of Religion  
 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 Civilization  
 SPA-12 Latin American Cultural and Civilization

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

ADJ-1 Intro to Administration of Justice  
 ADJ-3 Concepts of Criminal Law  
 ANT-1 Physical Anthropology  
 ANT-1H Honors Physical Anthropology  
 ANT-2 Cultural Anthropology  
 ANT-2H Honors Cultural Anthropology  
 ANT-3 Prehistoric Cultures  
 ANT-4 Native American Cultures  
 ANT-5 Cultures of Ancient Mexico  
 ANT-6 Introduction to Archaeology  
 ANT-7 Anthropology of Religion  
 ANT-8 Language and Culture  
 COM-12 Intercultural Communication  
 COM-13 Gender Communication  
 EAR-20 Child Development  
 ECO-4 Introduction to Economics  
 ECO-5 Economics of the Environment  
 ECO-6 Introduction to Political Economy  
 ECO-7 Principles of Macroeconomics or  
 ECO-7H Honors Principles of Macroeconomics  
 ECO-8 Principles of Microeconomics  
 ECO-8H Principles of Microeconomics Honors  
 JOU-7 Mass Communications  
 GEG-2 Human Geography  
 GEG-3 World Regional Geography

HIS-1 History of World Civilizations I  
 HIS-2 History of World Civilizations II  
 HIS-4 History of Western Civilization  
 HIS-5 History of Western Civilization  
 HIS-6 Political and Social History of the U. S  
 HIS-6H Honors Political and Social History  
 HIS-7 Political and Social History of the US  
 HIS-7H Honors Political and Social History

HIS-11 Military History of the US to 1900  
 HIS-12 Military History of the US since 1900  
 HIS-14 African American History  
 HIS-15 African American History II  
 HIS-21 History of Ancient Greece

HIS-22 History of Ancient Rome  
 HIS-26 History of California  
 HIS-31 Introduction to Chicano Studies  
 HIS-34 History of Women in America  
 HIS-35 History of England  
 POL-1 American Politics or  
 POL-1H Honors American Politics

POL-2 Comparative Politics  
 POL-2H Honors Comparative Politics  
 POL-3 Intro to Politics  
 POL-4 Introduction to World Politics or  
 POL-4H Honors Introduction to World Politics  
 POL-5 The Law and Politics  
 POL-6 Introduction to Political Economy  
 POL-11 Political Theory PSY-1  
 General Psychology  
 PSY-1H Honors General Psychology

PSY-2 Biological Psychology  
 PSY-8 Introduction to Social Psychology  
 PSY-9 Developmental Psychology  
 PSY-33 Theories of Personality  
 PSY-35 Abnormal Psychology  
 PSY-50 Research Methods in Psychology  
 SOC-1 Introduction to Sociology  
 SOC-2 American Social Problems  
 SOC-10 Race and Ethnic Relations  
 SOC-12 Marriage and Family Relations  
 SOC-20 Introduction to Criminology  
 SOC-50 Introduction to Social Research

**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  
 AST-1B Introduction to the Stars  
CHE-1A General Chemistry I  
CHE-1AH Honors General Chemistry I  
CHE-1B General Chemistry II  
CHE-1BH Honors General Chemistry II

CHE-2A Introductory Chemistry I  
CHE-2B Introductory Chemistry II  
 GEG-1 Physical Geography  
 GEG-1H Honors Physical Geography  
GEG-1L Physical Geography Laboratory  
 (GEG-1L has a Co-requisite of GEG-1 or 1H)  
 PHS-1 Introduction to Physical Science

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

**5B - Biological Science:**

ANT-1 or 1H, 1L: Physical Anthropology  
 BIO-1 or 1H General Biology  
 BIO-4 Human Biology (Formerly BIO-17)  
 BIO-18 Human Genetics (Formerly BIO-34)  
 BIO-45 Survey of Human Anatomy and Physiology  
 (Formerly AMY-10)

BIO-50A Anatomy and Physiology I (Formerly AMY-2A)  
BIO-50B Anatomy and Physiology II (Formerly AMY-2B)  
BIO-60 or 60H Introduction to Cellular Biology  
 (Formerly BIO-11/BIO-11H)

BIO-61 Introduction to Organismal and  
 Population Biology (Formerly BIO-12)  
BIO-55 Microbiology (Formerly MIC-1)  
 PSY-2 Biological Psychology

**5C - Lab Science: This requirement is 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  
 AML-2 American Sign Language II  
 SPA-1 Spanish I

SPA-1H Honors Spanish I  
 SPA-2 Spanish 2  
 SPA-2 H Honors Spanish 2

SPA-3 Spanish 3  
 SPA-3N Spanish For Spanish Speakers  
 SPA-4 Spanish 4

**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; HIS 11, 12, 14, 15, 31, 34; 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. Note: Moreno Valley College, Riverside City College and Norco College are separate colleges and the courses that are approved for IGETC may vary. Students who wish to take courses at another institution and apply them towards IGETC should always first consult with a counselor to make sure the course will fulfill the intended requirement.

**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.
5. For upper division transfer, students must complete 60 UC transferable units.



## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR STEM

**IGETC for STEM** - Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower-division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Moreno Valley College, currently only ADT's in Biology allow IGETC for STEM.**

**"IGETC for STEM" certification as part of an Associate Degree for Transfer in Biology would require:**

**Complete the following courses *before* transfer:**

- All courses in Areas 1, 2, and 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

**Complete the following courses *after* transfer:**

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.\*

\*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer.

*Please consult with a Moreno Valley College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.*

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION FOR STEM

**CSU GE for STEM** - Students pursuing certain Associate Degrees for Transfer may be eligible to complete CSU GE for STEM, deferring two lower-division GE courses until after transfer. CSU GE for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Moreno Valley College, currently only the ADT in Biology allows CSU GE for STEM.**

**"CSU GE Breadth for STEM" certification as part of an Associate Degree for Transfer in Biology would require that the student has completed:**

- a. All courses in Areas A, B, and E of the traditional GE Breadth curriculum; and
- b. One course in Area C1 Arts and one course in Area C2 Humanities; and
- c. Two courses in Area D from two different disciplines.

*Please consult with a Moreno Valley College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.*



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

Cooperative Work Experience Education is a method of instruction that uses the cooperative efforts of school and community to help students develop an occupational understanding by actually working on a job and coordinating that work with the student's school program. It is an educational program that recognizes the learning that takes place on the job and awards college credit for the knowledge and skills gained. The on-the-job experience can be either paid or unpaid (volunteer) work.

The program consists of a one-hour weekly lecture and five to twenty hours per week on the job. The number of college units (credits) a student receives is determined based on the number of hours the student works during the semester. Each 75 hours (paid) or 60 hours (non-paid/volunteer) per semester equals one unit of college credit. Not more than 20 hours per week can be used to convert the hours worked to units earned. If a student's job is related to their school major, they may be qualified to enroll in occupational work experience and may receive up to four units per semester, depending on the number of hours worked, for a maximum of 16 units. If a student's job is not related to their school major, they may be qualified to enroll in general work experience and may receive up to three units per semester, depending on the number of hours worked, for a maximum of six units.

### GENERAL WORK EXPERIENCE EDUCATION

The purpose of this program is supervised employment of students with the intent of assisting them in acquiring desirable work habits and career awareness, through paid or non-paid (volunteer) work. The job held by the student need not be related to his/her occupational goal or college program. It should be noted, however, that general work experience is NOT a payable class under VA benefits. A student can earn up to three units per semester for a maximum of six units during their enrollment at Moreno Valley College.

### OCCUPATIONAL WORK EXPERIENCE EDUCATION

The purpose of this program is the extension of occupational learning opportunities and career awareness through paid or non-paid (volunteer) work, in the occupation for which the student's college program or major is designed. VA benefits will only pay for occupational work experience classes that fall under a student's approved certificate or degree pattern. A student can earn up to four units per semester for a maximum of 16 units during their enrollment at Moreno Valley College. Occupational work experience education is offered in the following major areas:

ACC.....	Accounting
ADJ.....	Administration of Justice
ADM.....	Applied Digital Media
AIR.....	Air Conditioning & Refrigeration
ARE.....	Architecture
ART.....	Art
AUB.....	Automotive Body
AUT.....	Automotive Technology
BIT.....	Biotechnology
BUS.....	Business Administration
CAT.....	Computer Applications & Office Technologies
CIS.....	Computer Information Systems
CMI.....	Community Interpretation
CON.....	Construction Technology
COS.....	Cosmetology
CUL.....	Culinary Arts
DEH.....	Dental Hygiene
DEN.....	Dental Technology
EAR.....	Early Childhood Education
EDU.....	Education
ELE.....	Electronics
ENE.....	Engineering
FIT.....	Fire Technology
FTV.....	Film, Television & Video
HMS.....	Human Services
JOU.....	Journalism
KIN.....	Kinesiology (KIN)
MAC.....	Machine Shop Technology
MAG.....	Management
MAN.....	Manufacturing
MDA.....	Medical Assisting
MKT.....	Marketing
MUS.....	Music
NRN.....	Nursing
PAL.....	Paralegal Studies
PHO.....	Photography
RLE.....	Real Estate
THE.....	Theater
WEL.....	Welding

### Units Determination for Work Experience Education

The following formula will be used to determine the maximum number of units a student can be enrolled in during a semester:

Semester Hours Worked		Maximum # of Units
Paid Employment	Non-Paid (Volunteer)	
75	60	1
150	120	2
225	180	3
300	240	4

*Note: A student may not enroll in both general and occupational work experience concurrently and may not earn more than a cumulative total of 16 units in work experience during their enrollment at any community college.*

## HIGH SCHOOL COURSES

### Foreign Languages

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

### Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the web at:

<http://www.mvc.edu/services/assessment/chemistry.cfm>

### Articulated Courses

The Riverside Community College District (RCCD) colleges (Moreno Valley, Norco, and Riverside City) have articulation agreements with partnering secondary education districts. Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to more efficiently reach their educational and career goals. The articulated credit is transcribed as a letter grade on a student’s RCCD college transcript. The minimum grade required for articulated credit is a “B”. Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, and instructions on how to apply for articulated credit, by visiting [www.explorecte.com/articulation](http://www.explorecte.com/articulation). For further information or assistance, please contact the Career and Technical Education Projects office, [cte-info@rccd.edu](mailto:cte-info@rccd.edu).

### Moreno Valley College

#### Colton-Redlands-Yucaipa Regional Occupational Program

Criminal Investigation (ADJ-13)  
Virtual Enterprise (BUS-30)  
Creating an Online Business (BUS-51)  
Video Game Design (CIS-36)  
Mind Matters: A Study of Mental Health and Illness (HMS-17)  
Ethics in Health Care (PHI-15)

#### Jurupa Unified School District

Allied Health (HET-79)

#### Moreno Valley Unified School District

Accounting 1 (ACC-55)  
BA Empowering Entrepreneurs (BUS-10)  
Virtual Business (BUS-30)  
Computer Applications I and II (CAT-50)  
Office Suite I and II (CAT-80)  
Introduction to Health Care (HET-79)  
Body Systems and Disorders (MDA-1A)

#### NuView Union School District

Anatomy/Physiology (BIO-45, formerly AMY 10)

#### Riverside County Office of Education

Professional Business Communications ROP (BUS-22 and BUS-47)  
Introduction to Health Careers (HET-79)  
Introduction to Medical Professions (HET-79)

#### Riverside Unified School District

Intro to Health Careers (HET-79)  
Medical Terminology (MDA-1A)

#### Val Verde Unified School District

Introduction to Business (BUS-10)  
Photography II (PHO-20)

### Norco College

#### Alvord Unified School District

Accounting Principles (ACC-55)  
Anatomy/Physiology  
CADD 1/ Introduction and CADD 3/Architectural Design (ARE-24)  
CADD 1/Introduction and CADD 2 Engineering Graphics and Design (ENE-21)  
CADD 1/Introduction, CADD 2/Engineering Graphics and Design and CADD 4/Animation (ENE-30)

#### Baldy View Regional Occupational Program

Digital Arts (ART-36A)

#### Chaffey Joint Union High School District

Art 3D Design I 1 and 2 (ART-20)  
Digital Arts I 1 and 2 (ART-36A)  
Computer Graphic Design I 1 and 2 (CIS-78A)

#### Colton-Redlands-Yucaipa Regional Occupational Program

Construction Technology (CON-60)  
Advanced Manufacturing I (MAN-38 and MAN-56)

#### Corona-Norco Unified School District

Applied Accounting A/B (ACC-55)  
Computerized Accounting 1A and 1B (ACC-65)  
Anatomy and Physiology 1A and 1B  
Architectural Design 1A and 1B (ARE-24 and ARE-25)  
Introduction to Business (BUS-10)  
Business Law (BUS-18A)  
Introduction to PowerPoint (CAT-65)  
Advanced Microsoft Word (CAT-80)  
Introduction to Excel (CAT-98A)  
Technology Applications 1A and 1B (CIS-1A)  
Intro to Engineering & Architectural Design 1A and 1B (ENE-21 and ENE-30)  
Computer Aided Drafting 2A and 2B (ENE-42)  
History of Video Games (GAM-21)  
Game Design Principles (GAM-22)  
Digital Game Design A/B (GAM-23)  
Video Game Prototyping A/B (GAM-24)  
Intro to Simulation and Game Development (GAM-35)  
Intro to Game Programming (GAM-50)  
Digital Drawing for Game Art (GAM-80)  
Business Management and Leadership (MAG-44)

#### Fontana Unified School District

Construction Technology (CON-60)

#### Lake Elsinore Unified School District

Introduction to Engineering Design (ENE-42)

#### Moreno Valley Unified School District

Digital Electronics (ELE-25)  
Principles of Engineering (ENE-10)

**Murrieta Valley Unified School District**

Video Gaming 1/Computer Programming & Game Design (GAM-22 and GAM-35)

Video Gaming 2 – Game Design and Development (GAM-50 and GAM-80)

**Riverside County Office of Education ROP**

CIS Microsoft Tools Comprehensive (CAT-3)

**Riverside Unified School District**

Anatomy and Physiology (BIO-45, formerly AMY 10)

Global Business Info/Tech Acad 2 (BUS-30)

Digital Electronics (ELE-25)

**Principles of Engineering (ENE-10 and ENE-60)**

Game Design Principles (GAM-22)

Digital Game Design (GAM-50)

**Val Verde Unified School District**

Anatomy and Physiology (BIO-45, formerly AMY 10)

**Riverside City College****Alvord Unified School District**

American Sign Language 2 (AML-1)

American Sign Language 3 (AML-2)

**California School for the Deaf, Riverside**

Intro to Graphic Arts, Int. Graphics Tech, and Adv Graphic Prod (ADM-77A)

Intro to Auto, Auto Service, and Auto Mechanics Comp (AUT-50)

**Chaffey Joint Union High School District**

Computer Graphic Design III 1 and 2 (ADM-63A)

Computer Graphic Design II 1 and 2 (ADM-77A)

**Colton-Redlands-Yucaipa Regional Occupational Program**

Introduction to Criminal Justice (ADJ-1)

Graphic Communications (ADM-1)

The Art of Animation (ADM-67)

Fundamental Web Page Design (ADM-74)

Automotive General Service Technician (AUT-50)

Cybersecurity I (CIS-21)

CISCO Internetworking, Level 1 (CIS-26A)

CISCO Internetworking, Level 2 (CIS-26B)

Cybersecurity II (CIS-27)

Microsoft Office (CIS-93)

Digital Video Production I (FTV-67)

Careers in Nutrition and Wellness (KIN-4)

Sports Medicine & Therapy (KIN-16)

Personal Fitness Trainer (KIN-43) Welding (WEL-15)

**Corona-Norco Unified School District**

Introduction to Word (CAT-34A)

Introduction to PowerPoint (CAT-65)

Advanced Microsoft Word (CAT-80)

Introduction to Excel (CAT-98A)

Photography 1A and Photography 1B (PHO-8)

**CAREER & TECHNICAL EDUCATION PROGRAMS**

Moreno Valley College offers associate of science degrees and certificates within its Career & Technical Education program (occupational emphasis). The CTE program provides students with instruction in skills and the knowledge needed to enter a skilled or professional occupation. An associate of science degree requires completion of at least 60 units of credit, which normally takes four semesters. Certificated programs vary in the 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. Certificate courses can be counted toward the degree as well as the major.

**Need for Specialized Training**

It can be difficult to secure employment, or a better-paying job without specialized training. General education coursework has its value, but employers are seeking employees with technical skills and a certificate is evidence specialized training has been secured. Some employers may actually require certificates as a condition of employment or reclassification for pay increase.

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

Individuals wishing to enroll at Moreno Valley College must file College application. Admission to Moreno Valley College is regulated by state law as prescribed in the California Education Code.

**Certificate Course Requirements**

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

**ASSOCIATE OF SCIENCE DEGREE**

The associate of science degree consists of coursework totaling 60 units or more. This includes coursework in a specific certificate pattern plus general education and elective courses.

**STATE-APPROVED CERTIFICATE****(Certificate of Achievement)**


The state-approved certificate consists of completed coursework totaling 18 units or more in a specific occupational 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 four to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.

Location	Program & Program Code	Locally Approved Certificates	State Approved Certificates	Associate Degree
<b>Moreno Valley College</b>				
Ben Clark Training Center	Administration of Justice - MAS504/MAS504B/MAS504C/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement - MAS563/MAS563B/MAS563C/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic - MAS585/MAS585B/MAS585C/MCE585		•	•
	Fire Technology - MAS555/MAS555B/MAS555C/MCE555		•	•
	Chief Officer - MAS826/MAS826B/MAS826C/MCE826		•	•
	Fire Officer - MAS827/MAS827B/MAS827C/MCE827		•	•
	Firefighter Academy - MAS669/MAS669B/MAS669C/MCE669		•	•
<b>NORCO COLLEGE</b>				
International Rectifier Temecula	Digital Electronics - NAS656/NAS656B/NAS656C/NCE656		•	•

Program	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494*/ MAA494B*/ MAA494C*	NAA494*/NAA494B*/ NAA494C*	AA494*/AA494B*/ AA494C*
American Studies			•	MAA492*/MAA492B*/ MAA492C*		AA492*/AA492B*/ AA492C*
Communications, Media & Languages			•	MAA495*/MAA495B*/ MAA495C*	NAA495*/NAA495B*/ /NAA495C*	AA495*/AA495B*/ AA495C*
Fine & Applied Arts			•	MAA496*/MAA496B*/ MAA496C*	NAA496*/NAA496B*/ /NAA496C*	AA496*/AA496B*/ AA496C*
Humanities, Philosophy & Arts			•	MAA497*/MAA497B*/ MAA497C*	NAA497*/NAA497B*/ /NAA497C*	AA497*/AA497B*/ AA497C*
Kinesiology, Health and Wellness			•	MAA498*/MAA498B*/ MAA498C*	NAA498*/NAA498B*/ /NAA498C*	AA498*/AA498B*/ AA498C*
Social & Behavioral Studies			•	MAA499*/ MAA499B*/ MAA499C*	NAA499*/NAA499B*/ NAA499C*	AA499*/AA499B*/ AA499C*
Math and Science			•	MAS493*/MAS493B*/ MAS493C*	NAS493*/NAS493B*/ NAS493C*	AS493*/AS493B*/ AS493C*

 Associate Degree for Transfer	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•		NAS642*	AS642*
With IGETC pattern			•		NAS643*	AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	AA616*
With IGETC pattern			•	MAA618*	NAA618*	AA618*
Art History						
With CSUGE pattern			•			AA742*
With IGETC pattern			•			AA743*
Biology						
With CSUGE pattern			•	MAS767	NAS767	
With IGETC pattern			•	MAS768	NAS768	
Business Administration						
With CSUGE pattern			•	MAS626*	NAS626*	AS626*
With IGETC pattern			•	MAS628*	NAS628*	AS628*
Chemistry						
With IGETC pattern			•		NAS769	
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
Economics						
With CSUGE pattern			•			AA756*
With IGETC pattern			•			AA757*
English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Geography						
With CSUGE pattern			•			AA758*
With IGETC pattern			•			AA759*
History						
With CSUGE pattern			•	MAA744*	NAA744*	AA744*
With IGETC pattern			•	MAA745*	NAA745*	AA745*

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Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Philosophy						
With CSUGE pattern			•	MAA715*	NAA715*	AA715*
With IGETC pattern			•	MAA717*	NAA717*	AA717*
Physics						
With CSUGE pattern			•		NAS638*	AS638
With IGETC pattern			•		NAS640*	AS640
Political Science						
With CSUGE pattern			•	MAA754*	NAA754*	AA754*
With IGETC pattern			•	MAA755*	NAA755*	AA755*
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Spanish						
With CSUGE pattern			•	MAA707*	NAA707*	AA707*
With IGETC pattern			•	MAA708*	NAA708*	AA708*
Studio Arts						
With CSUGE pattern			•	MAA693*	NAA693*	AA693*
With IGETC pattern			•	MAA694*	NAA694*	AA694*
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*



Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504*/MAS504B*/MAS504C*/MCE504*		AS504*/AS504B*/AS504C*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•					CE785*
Law Enforcement		•	•	MAS563*/MAS563B*/MAS563C*/MCE563*		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/AS596B/AS596C/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>						
Basic Graphic Communication	•					CE822
Basic Graphic Design	•					CE823
Graphic Design and Printing		•	•			AS653/AS653B/AS653C/CE653
Electronic Publishing and Design	•					CE862
Motion Graphics and 3D Animation	•					CE821
<b>ARCHITECTURE</b>						
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Collision Repair-Refinishing and Paint		•	•			AS511/AS511B/AS511C/CE511
Automotive Trim and Upholstery		•	•			AS516/AS516B/AS516C/CE516
Electrical		•	•			AS513/AS513B/AS513C/CE513
Ford Specialty		•	•			AS519/AS519B/AS519C
General Motors Specialty			•			AS583/AS583B/AS583C
Mechanical		•	•			AS515/AS515B/AS515C/CE515
<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523*/MAS523B*/MAS523C*/MCE523*	NAS523*/NAS523B*/NAS523C*/NCE523*	AS523*/AS523B*/AS523C*/CE523*
Banking and Finance Concentration		•	•			AS631*/AS631B*/AS631C*/CE631*

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
General Business Concentration		•	•	MAS524*/MAS524B*/MAS524C*/MCE524*	NAS524*/NAS524B*/NAS524C*/NCE524*	AS524*/AS524B*/AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/AS623C*/CE623*
Logistics Management Concentration		•	•		NAS580*/NAS580B*/NAS580C*/NCE580*	
Management Concentration		•	•	MAS521*/MAS521B*/MAS521C*/MCE521*	NAS521*/NAS521B*/NAS521C*/NCE521*	AS521*/AS521B*/AS521C*/CE521*
Marketing Concentration		•	•	MAS525*/MAS525B*/MAS525C*/MCE525*		AS525*/AS525B*/AS525C*/CE525*
Real Estate Concentration		•	•	MAS527*/MAS527B*/MAS527C*/MCE527*	NAS527*/NAS527B*/NAS527C*/NCE527*	AS527*/AS527B*/AS527C*/CE527*
Entrepreneurship		•	•			AS531*/AS531B*/AS531C*/CE531*
Business Skills Boot Camp	•					CE876
Entrepreneurship	•					CE874
Entrepreneurship: Getting Started	•				NCE861	
Entrepreneurship: Legal and Finance	•				NCE864*	
General Business	•					CE878
Gig Economy	•					CE872
Gig: The Solopreneurs Adventure	•					CE875
Human Resources	•					CE868
International Business	•					CE871
International Business	•					CE627*
Management	•					CE877
Marketing	•					CE879
Operations and Production Mgmt	•					CE833*
Real Estate Practice	•					CE873
Real Estate Salesperson and Transaction	•				NCE854*	CE869
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557/MAS557B/MAS557C/MCE557		

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Business Information Worker	•	•			NCE522	CE522
Executive Office Management		•	•			AS639*/AS639B*/ AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803*	CE803*
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726*/MAS726B*/ MAS726C*/MCE726*		AS726*/AS726B*/ AS726C*/CE726*
Computer Programming		•	•	MAS728*/MAS728B*/ MAS728C*/MCE728*	NAS728*/NAS728B*/ NAS728C*/NCE728*	AS728*/AS728B*/ AS728C*/CE728*
Graphic Design		•	•		NAS647*/NAS647B*/ NAS647C*/NCE647*	
Information Security and Cyber Defense	•					CE740
Information Security	•					CE870
Java Programming	•				NCE809*	CE809*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Web Master-Web Designer	•			MCE820*		CE820*
Web Master-Web Developer	•			MCE843*		CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NAS532B/ NAS532C/NCE532	
<b>COSMETOLOGY</b>		•	•			AS534/AS534B/ AS534C/ CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/AS537B*/ AS537C*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/AS535B*/ AS535C*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician	•					
<b>CULINARY ARTS</b>		•	•			AS561/AS561B/ AS561C/ CE561
<b>DANCE</b>						
Pilates Dance/Conditioning Instructor	•					CE857

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MAS621B/ MAS621C/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724/MAS724B/ MAS724C		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NAS539B/ NAS539C/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544*/MAS544B*/ MAS544C*/MCE544*	NAS544*/NAS544B*/ NAS544C*/NCE544*	AS544*/AS544B*/ AS544C*/CE544*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Early Childhood Intervention Assistant		•	•	MAS601*/MAS601B*/ MAS601C*/MCE601*	NAS601*/NAS601B*/ NAS601C*/NCE601*	AS601*/AS601B*/ AS601C*/CE601*
Education, Human Development and Special Needs			•			AA881/AA881B/AA881C
Infant and Toddler Specialization	•			MCE681*		CE681*
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603*/MAS603B*/ MAS603C*/MCE603*		AS603*/AS603B*/ AS603C*/CE603*
<b>ELECTRICIAN/ELECTRONICS</b>						
Digital Electronics		•	•		NAS656/NAS656B/ NAS656C/NCE656	
Electrician		•	•		NAS766/NAS766B/ NAS766C/NCE766	
Electrician Apprenticeship		•	•		NAS485/NAS485B/ NAS485C/NCE485	
Green Technician	•				NCE856	
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MAS585B/ MAS585C/MCE585		
<b>ENGINEERING</b>						
3-D Mechanical Drafting	•				NCE863	
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763	
With CSUGE pattern			•		NAS764	
With IGETC pattern			•		NAS765	
<b>ENGLISH AS A SECOND LANGUAGE</b>	•			MCE866		
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641*/AS641B*/ AS641C*/CE641

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>FIRE TECHNOLOGY</b>		•	•	MAS555*/MAS555B*/MAS555C*/MCE555		
Chief Officer		•	•	MAS826/MAS826B/MAS826C/MCE826		
Fire Officer		•	•	MAS827/MAS827B/MAS827C/MCE827		
Firefighter Academy		•	•	MAS669/MAS669B/MAS669C/MCE669		
<b>GAME DEVELOPMENT</b>						
Game Art: Character Modeling		•	•		NAS687/NAS687B/NAS687C/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NAS688B/NAS688C/NCE688	
Game Design		•	•		NAS685*/NAS685B*/NAS685C*/NCE685	
Game Programming		•	•		NAS691*/NAS691B*/NAS691C*/NCE691	
<b>HUMAN SERVICES</b>		•	•	MAS663/MAS663B/MAS663C/MCE663		
Employment Support Specialization	•			MCE802		CE802
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597*/AS597B*/AS597C*/CE597
Coaching Emphasis		•	•			AS599*/AS599B*/AS599C*/CE599
Fitness Professions Emphasis		•	•			AS595*/AS595B*/AS595C*/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579*/NAS579B*/NAS579C*/NCE579*	
<b>MANUFACTURING TECHNOLOGY</b>						
Industrial Automation		•	•		NAS737/NAS737B/NAS737C/NCE737	
Computer Numerical Control Programming		•	•		NAS655/NAS655B/NAS655C/NCE655	
Computerized Numerical Control (CNC) Operator	•				NCE799	
Conventional Machine Operator	•				NCE865	
Facilities Maintenance		•	•		NAS771/NCE771	
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/MAS701C*/MCE701		

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<b>MUSIC</b>			•	MAA564*/MAA564B*/MAA564C*		
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>MUSIC INDUSTRY STUDIES</b>						
Audio Production		•	•		NAS684*/NAS684B*/NAS684C*/NCE684	
Performance		•	•		NAA645/NAA645B/NAA645C/NCE645	
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586/AS586B/ AS586C
Vocational Nursing		•	•			AS588/AS588B/AS588C/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*/AS591B*/AS591C*
<b>PHOTOGRAPHY</b>		•	•			AS592/AS592B/AS592C/CE592
<b>RETAIL MANAGEMENT/WAFC</b>		•	•		NAS536*/NAS536B*/NAS536C*/NCE536*	
<b>SIGN LANGUAGE INTERPRETING</b>		•	•			AS505*/AS505B*/AS505C*/CE505
<b>SUPPLY CHAIN TECHNOLOGY</b>		•	•		NAS408/NAS408B/NAS408C/NCE408	
<b>WELDING TECHNOLOGY</b>		•	•			AS606/AS606B/AS606C/CE606
Pipe Welding	•					CE849
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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**PROGRAMS AND CERTIFICATES**

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

**ACCOUNTING  
SEE BUSINESS ADMINISTRATION****ADMINISTRATION OF JUSTICE****ADMINISTRATION OF JUSTICE (MR)****MAS504/MAS504B/MAS504C/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/JUS-1 Introduction to the Administration of Justice	3
ADJ/JUS-2 Principles and Procedures of the Justice System	3
ADJ/JUS-3 Concepts of Criminal Law	3
ADJ/JUS-4 Legal Aspects of Evidence	3
ADJ/JUS-5 Community Relations	3
Electives Choose from elective courses in the discipline	12

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

**ADMINISTRATION OF JUSTICE/LAW ENFORCEMENT (M)****MAS563/MAS563B/MAS563C/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 (36.5-40 units)	Units
ADJ-B1B Basic Peace Officer Training Academy or Reserve Training Module Format	40 36.5
ADJ-R1A2 Level III Modular Academy Training	7
ADJ-R1B Level II Modular Academy Training	11
ADJ-R1C Regular Basic Course, Modular Format, Module I Training	18.5

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

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

**ADMINISTRATION OF JUSTICE BASIC CORRECTIONAL DEPUTY ACADEMY (M)****MCE783****Certificate Program****Required Courses (14 units)****Units**

ADJ-C1D Basic Correctional Deputy Academy	14
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**ADMINISTRATION OF JUSTICE BASIC PUBLIC SAFETY DISPATCH COURSE (M)****MCE784****Certificate Program****Required Courses (6 units)****Units**

ADJ-D1A Basic Public Safety Dispatch Course	6
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## 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-10/10H Introduction to Business/Honors	3
BUS-18A Business Law I	3
BUS-20 Business Mathematics	3
BUS-22 Management Communications	3
or	
BUS-24 Business Communication	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 the Business Administration Major Core Requirements and Major Concentration Requirements (total of 30 units) in order to receive the certificate in the concentration area of their choice.

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

## ACCOUNTING CONCENTRATION (MNR)

### MAS523/MAS523B/MAS523C/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 Business Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

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

Business Administration Major Core Requirements	18
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Required for this concentration	3
ACC-1B Principles of Accounting II	3
and another 9 units from the following:	9
ACC-62 Payroll Accounting	3
ACC-63 Income Tax Accounting	3
ACC-65 Computerized 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/MAS524B/MAS524C/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 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 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
and 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/MAS521B/MAS521C/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 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 HRM: 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 (MR)

##### MAS525/MAS525B/MAS525C/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:	
MKT-40 Advertising	3
MKT-41 Techniques of Selling	3
MKT-42 Retail Management	3
MKT-200 Marketing Work Experience	1-2-3-4
BUS-43 International Business-Marketing	3
BUS-51 Principles of Electronic-Commerce	3
BUS-80 Principles of Logistics	3

#### REAL ESTATE CONCENTRATION (MNR)

##### MAS527/MAS527B/MAS527C/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.

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

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

**SMALL BUSINESS ACCOUNTING (MNR) MCE859**  
 Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

**Certificate Program**

**Program Learning Outcomes**

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

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

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

**SMALL BUSINESS PAYROLL ACCOUNTING (MNR) MCE860**  
 Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

**Certificate Program**

**Program Learning Outcomes**

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

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

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

**COMMUNITY INTERPRETATION**

**COMMUNITY INTERPRETATION (M) MAS557/MAS557B/MAS557C/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**

**Program Learning Outcomes**

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

- Sight translate legal, business and medical documents from English into Spanish and from Spanish into English.
- Consecutively interpret speech from English into Spanish and Spanish into English in legal, business, and medical settings.
- Demonstrate knowledge of professional associations existing in the fields of translation and interpreting.
- Demonstrate effective use of resources such as dictionaries and the internet in performing terminological research.
- Demonstrate knowledge of protocol appropriate to setting in which student is interpreting.
- Demonstrate knowledge of terminology appropriate to setting in which student is interpreting.
- Demonstrate knowledge of appropriate entry-level positions available in the job market for interpreters.
- Demonstrate knowledge of appropriate venues for further study in Translation and Interpreting.

<b>Required Courses (18 units)</b>		<b>Units</b>
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

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



## COMPUTER 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 (MR)

#### MAS726/MAS726B/MAS726C/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 (31.5-32.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS/CSC-5	Programming Concepts and Methodology I: C++ or	4
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 or	3
BUS-22	Management Communications or	3
BUS-24	Business Communication	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	Information and Communication Technology Essentials	3
CIS/CSC-61	Introduction to Database Theory	3
CIS/CAT-80	Word Processing: Microsoft Word for Windows	3
CIS/CAT-84	Word Processing: WordPerfect for Windows	3
CIS/CAT-98B	Advanced Excel	1.5

#### Electives 2 (7.5 units)

CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: Java Script	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS-56A	Designing Web Graphics	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76A	Introduction to Microsoft Expression Web	3
CIS-76B	Introduction to DreamWeaver	3
CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing/Adobe InDesign	3

The Associate of Science Degree in 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/MAS728B/MAS728C/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 (26.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodolgy I: C++	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5

#### Electives - Group 1 (6 units)

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

Electives - Group 2 (6 units)

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

The Associate of Science Degree in 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 (M)**

**MAS739/MAS739B/MAS739C/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.

**Required Courses (36 units) Units**

CIS/GAM-35 Simulation and Gaming: Game Art	3
CIS-38A Simulation and Gaming/3D Modeling	4
CIS-38B Simulation and Gaming/3D Animation	4
CIS-38C Simulation and Gaming/3D Dynamics and Rendering	4
CIS/CAT-78A Introduction to Adobe Photoshop	3
ART-17 Beginning Drawing	3
ART-18 Intermediate Drawing	3
ART-22 Basic Design	3
ART-40A Figure Drawing-Introduction	3
Electives (Choose from list below)	6

Electives (6 units)

CIS/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 Color Theory and Design	3
ART-36 Computer Art	3
ART-36A Computer Art-Introduction	3

The Associate of Science Degree in 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 of Science degree:

**WEB MASTER (MR)**

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

**Certificate Program**

**Core Program Learning Outcomes**

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

- Create valid, properly structured web pages using a variety of HTML features to form a typical 5-10 page site.
- Create external style sheets that effectively control an entire web site's formatting and layout.
- Use a variety of Dreamweaver features to design, create, test, upload and manage an accessible and standards compliant interactive web site that includes the use of text, graphics, and multimedia.

**Required Courses (17 units) Units**

Core Requirements (6 units)		
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76B	Introduction to DreamWeaver	3
	or	
ADM-74B	Web Design with DreamWeaver	3
In addition, choose one of the concentrations below		11

**WEB DESIGNER CONCENTRATION MCE820**

**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 websites.

Concentration Required Courses (11 units)	Units
CIS/CAT-54A Introduction to Flash or ADM-67 Multimedia Animation and CIS-56A Designing Web Graphics or CIS-CAT-78A Introduction to Adobe Photoshop or ADM-71A Adobe Photoshop for Image Manipulation	3 3 3 3 3

#### Concentration Electives (5 units)

CIS/CAT-81 Introduction to Desktop Publishing using Adobe InDesign or ADM-63A Design for Print Publication CIS/CAT-79 Introduction to Adobe Illustrator or ADM-77A Adobe Illustrator for Graphic Art ADM-2A Color Systems and File Management ADM-2C Ethics and Legalities for Graphic Designers	3 3 3 1 1
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#### WEB DEVELOPER CONCENTRATION MCE843

##### 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 CIS/CSC-14A Web Programming: Java Script	3 3

#### Concentration Electives (5 units)

CIS-56A Designing Web Graphics or CIS/CAT-78A Introduction to Adobe Photoshop or ADM-71A Adobe Photoshop for Image Manipulation CIS/CAT-54A Introduction to Flash or ADM-67 Multimedia Animation CIS-54B Flash Scripting CIS-72C Introduction to XML ADM-2A Color Systems and File Management ADM-2C Ethics and Legalities for Graphic Designers	3 3 3 3 3 1.5 1 1
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## 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, chairside assisting, taking tooth and mouth impressions, and supervised practice.

#### DENTAL ASSISTANT (M)

MAS621/MAS621B/MAS621C/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 ADA'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 (32.5 units)

##### Fall:

DEA-10 Introduction to Dental Assisting and Chairside Assisting	4.5
DEA-20 Infection Control for Dental Assistants	2
DEA-21 Introduction to Radiology for Dental Assistants	2.5
DEA-22 Introduction to Supervised Externships	1.5
DEA-23 Introduction to Dental Sciences	3
DEA-24 Dental Materials for the Dental Assistant	2

##### Winter:

DEA-30 Intermediate Chairside Dental Assisting	2
DEA-31 Radiology for Dental Assistants	1
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

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

## DENTAL HYGIENE

This program prepares individuals to clean teeth and apply preventive materials; provide oral health education and treatment counseling to patients; identify oral pathologies and injuries; and manage dental hygiene practices. This includes instruction in dental anatomy, microbiology, and pathology; dental hygiene theory and techniques; cleaning equipment operation and maintenance; dental materials; radiology; patient education and counseling; office management; supervised clinical training; and professional standards.

### DENTAL HYGIENE (M)

**MAS724/MAS724B/MAS724C**

Program prerequisites: Biology 50A, Biology 50B, Communication Studies 1, Chemistry 2A, Chemistry 2B, English 1A, Math 52, Biology 55, Kinesiology 4, Psychology 1 and Sociology 1.

### Associate of Science Degree Program Learning Outcomes

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

- Be competent in complying with the Dental Practice Act of California.
- Practice as a competent practitioner.
- Successfully complete the National and State Licensing examinations.
- Demonstrate behavior that is based on the ethical and moral values as outlined by the American Dental Hygienists Association.
- Perform dental hygiene services as a level that promotes patient satisfaction.

Required Courses (61.5 units)	Units
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<b>Fall:</b>	
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
DEH-15 Head and Neck Anatomy	2
DEH-16 Preventive Dentistry	1.5
DEH-17 General Pathology	2
<b>Winter Intersession:</b>	
DEH-10B Pre-Clinic Dental Hygiene #2	1
DEH-19 Pain Control	2.5
<b>Spring:</b>	
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 and Dental Emergencies	1
DEH-26 Dental Treatment of Geriatric and Medically Compromised	2
DEH-27 Oral Pathology	2.5
DEH-28 Basic and Applied Pharmacology	2

### Summer:

DEH-20B Clinical Dental Hygiene #2	1
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### Fall:

DEH-30A Clinical Dental Hygiene #3	3.5
DEH-31 Clinical Seminar #2	1
DEH-32 Dental Materials	3
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

### Winter Intersession:

DEH-30B Clinical Dental Hygiene #4	1
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### Spring:

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

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

## EARLY CHILDHOOD EDUCATION

### EARLY CHILDHOOD EDUCATION (MNR)

**MAS544/MAS544B/MAS544C/MCE544**

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

### Certificate Program Program Learning Outcomes

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

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



- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (31 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3
Electives (6 units)		
EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
EAR-47	Childhood Stress and Trauma	3
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EDU-1	Introduction to Elementary Classroom Teaching	4
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

### Child Development Permit

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see <http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx>

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

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

### EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR) MAS601/MAS601B/MAS601C/MCE601

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, Teacher Level. See the state guidelines for experience qualifications and additional levels. For interactive video information about the Child Development Permit, see [www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx](http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx)

### 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 (34 units)	Units
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EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-42	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3

Electives (6 units)

EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-47	Childhood Stress and Trauma	3

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

**EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS (MNR)**  
MCE797

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

**Certificate Program**

**Program Learning Outcomes**

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

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

Required Courses (12 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

**EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR)**  
MCE795

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

**Certificate Program**

**Program Learning Outcomes**

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

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

Required Courses (6 units)		Units
Complete two courses from the list below:		
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

**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	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-35	Practicum 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/MAS603B/MAS603C/MCE603

#### Certificate Program

Required Courses (25-27 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
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 (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

The Associate of Science Degree in Education Paraprofessional will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the 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/MAS585B/MAS585C/MCE585

#### Certificate Program

#### Program Learning Outcomes

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

- Demonstrate the ability to analyze medical and psycho-social strategies while diagnosing and treating illnesses or injuries.
- Perform assessments and treatments that show integration of modern technology and current treatment protocols.
- Evaluate complex medical and emergency conditions and implement emergency scene management strategies to ensure the health and safety of emergency services workers and patients.
- Defend the use of active listening and communication skills so as to render empathetic, respectful, and compassionate patient care and foster constructive relationships with fellow emergency services workers.

Required Courses (49.5 units)		Units
EMS-60	Patient Assessment and Airway Management	4.5
EMS-61	Introduction to Medical Pathophysiology	3
EMS-62	Emergency Pharmacology	4
EMS-63	Cardiology	4
EMS-70	Trauma Management	3.5
EMS-71	Clinical Medical Specialty I	3
EMS-80	Medical Emergencies	4.5
EMS-81	Special Populations	4
EMS-82	Special Topics	3
EMS-83	Clinical Medical Specialty II	3
EMS-90	Assessment Based Management	3
EMS-91	Paramedic Field Internship	10

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

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

**EMERGENCY MEDICAL TECHNICIAN (M) MCE801**

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate the use of active listening, appropriate touch and multicultural understanding of patients that foster constructive relationships in the pre-hospital setting.
- Perform assessments and treatment strategies that adhere to current national and local protocols.
- Evaluate complex sign and symptoms that will allow them to diagnose and treat patients that are ill and injured.

Required Courses (8.5 units)		Units
EMS-50	Emergency Medical Technician	7
EMS-51	Emergency Medical Services-Basic Clinical /Field	1.5

**ENGLISH AS A SECOND LANGUAGE**

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

**ENGLISH AS A SECOND LANGUAGE (M) MCE866**

Successful completion of the certificate in English as a Second Language (ESL) provides students, prospective employers, and other community members with documented evidence of persistence and academic accomplishment in ESL.

**Certificate Program**

**Program Learning Outcomes**

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

- Communicate successfully orally and in writing (allowing for minor second language errors that do not interfere with meaning) and comprehend language at the basic college level in preparation for ENG-50: Basic English Composition.
- Identify and use basic college-level Standard American English to write a short essay using academic vocabulary.
- Respond to a basic college-level reading through writing and competent participation in discussions.
- Employ patterns and expectations of American culture, especially in the college environment. Students will gain confidence working in this environment.

Required Courses (15 units)		Units
ESL-55	Advanced Writing and Grammar	5
ESL-65	American Classroom Culture	1
ESL-73	High Intermediate Reading and Vocabulary	4
ESL-93	Oral Skills III: Advanced Oral Communication	3
Electives	Choose one course from the list below	2

Elective Courses (1 elective)		Units
ESL-90D	Special Topics in ESL: Verb Tense Review	2
ESL-90L	Special Topics in ESL: Punctuation of Phrases and Clauses	2
ESL-90M	Special Topics in ESL: Prepositions and Articles	2
ESL-90P	Special Topics in ESL: Mastering Academic Vocabulary	2

**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/MAS826B/MAS826C/MCE826**

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate skills and knowledge that is expected in upper-level management positions within the fire service through the application of leadership, management, and ethical decision-making models.
- Develop mission-specific goals and strategies to support executive leadership in fire department daily operations as well as all-risk emergency situations.
- Analyze intergovernmental relationships between city, county, state and federal agencies as they are defined in the National Incident Management System and the State of California Master Mutual Aid Plan.

Required Courses (20 units)		Units
FIT-C2A	Fire 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, Wildland Firefighting Tactics	1.5
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	Ethics and the Challenge of Leadership in the Fire Service	2

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



**FIRE OFFICER (M)**

MAS827/MAS827B/MAS827C/MCE827

This program is a professional development program designed for experienced firefighters within the firefighting industry. Modeled after the California State Fire Marshal’s Fire Officer Certification Program, this program allows students to take courses to satisfy the certification requirements of the State Fire Marshal while simultaneously earning degree credit. The program emphasizes command and leadership principles, and provides breadth in other areas such as fire investigation, fire prevention, and training, which are required competencies for Fire Officers.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate the ability to manage all-risk emergency incidents at the Fire Officer level.
- Competently apply leadership and management theories and decision-making models as they relate to the local, state and federal emergency response at the Fire Officer Level.
- Analyze complex emergency response scenarios and effectively identify strategies and tactics for successful mitigation.

Required Courses (18 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-C19B	Intermediate Wildland Fire Behavior (S-290)	1
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-M1	Fire Management 1, Management/Supervision for Company Officers	2
FIT-P1	Prevention 1, Fire and Life Safety Inspections	2
FIT-TI1A	Training Instructor 1A	1.5
FIT-TI1B	Training Instructor 1B	1.5
FIT-TI1C	Training Instructor 1C	1.5

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

**FIRE TECHNOLOGY (M)**

MAS555/MAS555B/MAS555C/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 firefighter 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 firefighting 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 firefighting 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 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 (26.5 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 (5 units)		
EMS-50 and 51	Emergency Medical Technician and Emergency Medical Services- Basic Clinical/Field	8.5
FIT-6	Fire Apparatus and Equipment	3
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 Principles for Command Officers	2
FIT-C1B	Command 1B, Command Operations for the Company Officer	2
FIT-C1C	Command 1C, I-Zone Firefighting for Com Off	2
FIT-C19B	Intermediate Wildland Fire Behavior (S-290)	1
FIT-C30	Intermediate Incident Command System (I-300)	.5
FIT-M1	Fire Management I, Management/Supervision for Company Officers	2
FIT-P1	Fire Prevention 1: Fire and LifeSafety Inspections	2
FIT-S21	Public Safety Honor Guard Academy	1.5
FIT-TI1A	Training Instructor 1A	1.5
FIT-TI1B	Training Instructor 1B	1.5
FIT-TI1C	Training Instructor 1C	1.5
KIN-35	Foundation for Fitness and Wellness	3
MAG-44	Principles of Management	3
PHI-12	Introduction 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.

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

**FIREFIGHTER ACADEMY (M)**  
**MAS669/MAS669B/MAS669C/MCE669**  
 The Fire Academy program provides students with the educational requirements to be a Firefighter I by meeting the California State Fire Training and National Fire Protection Association standards. This program is part of the California State Fire Marshal's Office Accredited Regional Training Program.

**Certificate Program**  
**Program Learning Outcomes**  
 Upon successful completion of this program, students should be able to:

- Perform skills that meet National Fire Protection Association Standard 1001 for firefighter and California State Fire Marshal Standards for Firefighter 1.
- Demonstrate written and verbal communications skills required for entry-level firefighter positions.
- Analyze emergency and hazardous conditions that are inherent to the firefighting profession.

Required Courses (20.5 units)		Units
FIT-S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	1.5
FIT-S3	Basic Firefighter Academy	19

The Associate of Science Degree in Firefighter Academy 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**

**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 (M)**  
**MAS663/MAS663B/MAS663C/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 (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

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

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

**EMPLOYMENT SUPPORT SPECIALIZATION (M) 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 ASSISTING (M)  
MAS718/MAS718B/MAS718C/MCE718**

**Certificate Program  
Program Learning Outcomes**

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

- Demonstrate competency in clinical and/or administrative skills needed to prepare for an entry level position in Medical Assisting.

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-80	Word Processing: Microsoft Word for Windows	3

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

**MEDICAL TRANSCRIPTION (M)  
MAS701/MAS701B/MAS701C/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  
Program Learning Outcomes**

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

- Demonstrate the skills needed in the Medical Transcription profession.

Required Courses (26 units)		Units
BIO-45	Survey of Human Anatomy and Physiology (Formerly AMY-10)	3
MDA-1A	Medical Terminology IA	3

MDA-1B	Medical Terminology IB	3
MDA-58A	Medical Transcription	5
CAT-30	Business English	3

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-80	Word Processing: Microsoft\ Word for Windows	3

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

**MUSIC**

**MUSIC (M) MAA564/MAA564B/MAA564C**

The Associate of 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.

**Associate of 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 (19 units)**

Core Requirements (13 units)		Units
MUS-4	Music Theory I	4
MUS-22	Survey of Music Literature	3
MUS-19/19H	Music Appreciation/Honors	3
MUS-29	Concert Choir	1

Electives (2 units)

MUS-30	Class Voice	1
MUS-31	College Choir	1
MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1
MUS-38	Beginning Applied Music I	2
MUS-53	Keyboard Proficiency	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-70	Guitar Lab Ensemble	1
MUS-71	College Chorus	1
MUS-78	Beginning Applied Music Training II	2
MUS-83	Advanced Chamber Choir	1
MUS-87	Applied Music Training	1
MUS-P70	Guitar Lab Ensemble II	1

In addition choose and complete courses from one emphasis below:

**Music History Emphasis**

Core Requirements	13
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and

MUS-20	Great Composers and Masterpieces of Music before 1820	3
MUS-21	Great Composers/Music Masterpieces After 1820	3

**Music Therapy Emphasis**

Core Requirements	13
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and

MUS-5	Music Theory II	4
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Take two of the following

MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-37	Class Guitar	1

**General Music Emphasis**

Core Requirements (and)	13
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MUS-5 Music Theory II	4
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## Electives (2 units)

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MUS-30 Class Voice	1
MUS-31 College Choir	1
MUS-32A Class Piano I	1
MUS-32B Class Piano II	1
MUS-32C Class Piano III	1
MUS-32D Class Piano IV	1
MUS-37 Class Guitar	1
MUS-38 Beginning Applied Music I	2
MUS-53 Keyboard Proficiency	1
MUS-57 Gospel Singers	1
MUS-58 Gospel Choir	1
MUS-70 Guitar Lab Ensemble	1
MUS-71 College Chorus	1
MUS-78 Beginning Applied Music II	2
MUS-83 Advanced Chamber Choir	1
MUS-87 Applied Music Training	1
MUS-P70 Guitar Lab Ensemble II	1

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

**REAL ESTATE  
SEE BUSINESS ADMINISTRATION**

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Section VI

# COURSE DESCRIPTIONS

COURSE DESCRIPTIONS



## COURSE DESCRIPTIONS

Moreno Valley College 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.

## UC/CSU

Designated courses are transferable to the campuses of the University of California and the California State University system. Courses that are not marked UC are not transferable to a University of California college. Courses marked with an \* (UC\*) indicate courses that have transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on the 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](http://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.

## COURSE 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). Online courses are recommended for students with prior learning experience in this format. For new students to online learning, better chances of success can be expected through online student preparation. Please see the Students Page link on the Distance Education webpage at: [www.opencampus.com](http://www.opencampus.com)

## NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, 85A, 85B, English 60AB, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90A, 90D, 90L, 90M, 90P, 91, 92, 95; Interdisciplinary Studies 3; Mathematics 37, 52, 63, 64, 65, 81, 82, 90 A-F, 98; Nursing Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C; Reading 81, 82, 83, 86 and 90) 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.

## NONCREDIT

Courses are numbered in the 800's, and no unit credit is earned in these courses.

## REPEATING A COURSE

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

## LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

## PREREQUISITE

When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better, P or CR). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of "C" or better, "P" (Pass). "C-," "D," "F," "FW," "NP" (No Pass), or "I" are not acceptable. Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a "C" grade, the student will be dropped from the succeeding class.

## COREQUISITE

When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.) It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

## ADVISORY

When a course has an advisory, it means that there is a recommendation 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 the class.

## 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.
- Completion of some high school course are accepted by the discipline as an appeal to existing prerequisites and/or corequisites.

Petitions to challenge a prerequisite are available in the Counseling offices on all three colleges.

## CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike noncredit 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.



## CREDIT COURSES

## ACCOUNTING

**ACC-1A****Principles of Accounting I****3 Units**

(C-ID: ACCT 110)

UC, CSU

*Prerequisite: None**Advisory: BUS-20*

Description: 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**

(C-ID: ACCT 120)

UC, CSU

*Prerequisite: ACC-1A*

Description: 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-55****Applied Accounting/Bookkeeping  
(Same as CAT-55)****3 Units***Prerequisite: None*

Description: 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-62****Payroll Accounting****3 Units**

CSU

*Prerequisite: ACC-1A or ACC/CAT-55*

Description: Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-63****Income Tax Accounting****3 Units**

CSU

*Prerequisite: None*

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

**ACC-65****Computerized Accounting****3 Units**

CSU

*Prerequisite: ACC-1A or ACC/CAT-55**Advisory: CIS-1A or BUS/CAT/CIS-3*

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

**ACC-200****Accounting Work Experience****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

## ADMINISTRATION OF JUSTICE

**ADJ-1****Introduction to the Administration of Justice****3 Units**

(C-ID: AJ 110)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID: AJ 122)

CSU

*Prerequisite: None*

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

**ADJ-3****Concepts of Criminal Law****3 Units**

(C-ID: AJ 120)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID: AJ 124)

CSU

*Prerequisite: None*

Description: 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.

<p><b>ADJ-5</b>  <b>Community Relations</b> <span style="float: right;"><b>3 Units</b></span>            (C-ID: AJ 160)            UC, CSU  <i>Prerequisite: None</i>            Description: This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture.</p>	<p><b>ADJ-20</b>  <b>Introduction to Corrections</b> <span style="float: right;"><b>3 Units</b></span>            CSU  <i>Prerequisite: None</i>            Description: 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 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.</p>
<p><b>ADJ-6</b>  <b>Patrol Procedures</b> <span style="float: right;"><b>3 Units</b></span>            CSU  <i>Prerequisite: None</i>            Description: Responsibilities, techniques and methods of police patrol. 54 hours lecture.</p>	<p><b>ADJ-21</b>  <b>Control and Supervision in Corrections</b> <span style="float: right;"><b>3 Units</b></span>            CSU  <i>Prerequisite: None</i>            Description: 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. 54 hours lecture. (Letter Grade, or Pass/No Pass option).</p>
<p><b>ADJ-8</b>  <b>Juvenile Law and Procedures</b> <span style="float: right;"><b>3 Units</b></span>            (C-ID: AJ 220)            CSU  <i>Prerequisite: None</i>            Description: 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.</p>	<p><b>ADJ-22</b>  <b>Legal Aspects of Corrections</b> <span style="float: right;"><b>3 Units</b></span>            CSU  <i>Prerequisite: None</i>            Description: This course provides students with an awareness of the historical framework, concepts, and precedents that guide correctional practice. Course materials will broaden the individual's perspective of the corrections environment, the civil rights of prisoners, and the responsibilities and liabilities of corrections officials. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ADJ-12</b>  <b>Introduction to Criminalistics</b> <span style="float: right;"><b>3 Units</b></span>            (C-ID: AJ 150)            CSU  <i>Prerequisite: None</i>            Description: This course provides an introduction to the role of criminalistics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. 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.</p>	<p><b>ADJ-200</b>  <b>Administration of Justice Work Experience</b> <span style="float: right;"><b>1-4 Units</b></span>            CSU*  <i>Prerequisite: None</i>  <i>Advisory: Students should have paid or voluntary employment</i>            Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)</p>
<p><b>ADJ-13</b>  <b>Criminal Investigation</b> <span style="float: right;"><b>3 Units</b></span>            (C-ID: AJ 140)            CSU  <i>Prerequisite: None</i>            Description: 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.</p>	
<p><b>ADJ-15</b>  <b>Narcotics</b> <span style="float: right;"><b>3 Units</b></span>            CSU  <i>Prerequisite: None</i>            Description: A basic understanding of narcotics and dangerous drugs and the causes of addiction or habituation. Identification of narcotics and hallucinogenics, as well as enforcement procedures and legal aspects. 54 hours lecture.</p>	

**THE BASIC PEACE OFFICER TRAINING ACADEMY**

Academy was established in Riverside under the administration of Riverside City 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 11 counties in Southern California. The Basic Academy is offered three times per year, forty hours perweek, for 22 to 23-week periods. Upon successful completion of the course the College awards 39 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) 571-6192.

**ADJ-A3A****Child Abuse Investigations****2 Units***Prerequisite: ADJ-B1B*

Description: An overview of the child abuse investigative process. Focus on child abuse law, psychological factors of the offender, interviewing techniques, and responsibilities of the child abuse investigator. 40 hours lecture. (Pass/No Pass only)

**ADJ-A5A****Bicycle Patrol****.50 Units***Prerequisite: ADJ-B1B*

Description: An overview of the tactical handling of a mountain bicycle for use during law enforcement operations with a focus on public relations, nutrition, bicycle maintenance, and riding techniques. 4 hours lecture and 28 hours laboratory. (Pass/No Pass only)

**ADJ-A8A****Field Training Officer****1.50 Units***Prerequisite: None*

Description: 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. (Pass/No Pass only)

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

Description: 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. (Pass/No Pass only)

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

Description: Recognition of prostitution and effective enforcement against it. This class is most valuable for officers/deputies/investigators assigned to special enforcement teams and those recently assigned to vice enforcement details. Patrol officers/deputies will be able to receive VICE related laws that will assist them with their daily duties. 8 hours lecture. (Pass/No Pass only)

**ADJ-A11A****Effective Writing for Law Enforcement****.25 Units***Prerequisite: ADJ-B1B*

Description: An intensive one-day course in effective writing. Methods of effective business writing with an emphasis on law enforcement composition. 4 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**ADJ-A13A****Drug Use Recognition****1 Unit***Prerequisite: ADJ-B1B*

Description: Designed to train students in nystigmus, standardized field sobriety test (SFT) and dark room examinations. Students will obtain a better understanding of drug physiology including CNS depressants, inhalants, PCP, cannabis, hallucinogens and narcotics. 20 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**ADJ-A14A****Search Warrant Preparation Workshop****.25 Units***Prerequisite: ADJ-B1B*

Description: Proper techniques used in the preparation of search warrants. Includes construction of a hero section, and supporting documentation needed to receive judicial endorsement. Practical exercises in search warrant preparation are reviewed. 6 hours lecture and 2 hours laboratory. (Pass/No Pass only)

**ADJ-A14B****Search Warrant Execution****.25 Units***Prerequisite: ADJ-A14A*

Description: 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 team work. 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. (Pass/No Pass only)

**ADJ-A29A****Courtroom Testimony/Demeanor****.25 Units***Prerequisite: ADJ-B1B*

Description: An overview of the courtroom testimony process with a focus on courtroom dynamics, personal demeanor, and the verbal presentation of factual information. 8 hours lecture. (Pass/No Pass only)

**ADJ-A31A****Civil Procedures, Advanced (POST)****1 Unit***Prerequisite: ADJ-B1B*

Description: Provides an understanding of advanced civil processes. Focus on common writ process, code of civil procedures, levies on real property, methods of levy and bankruptcy . 24 hours lecture. (Pass/No Pass only)

**ADJ-A42A****Crime Scene Inv./video taping, Advanced****1 Unit***Prerequisite: ADJ-B1B*

Description: Designed to acquaint students with the principles of physical evidence, preliminary examination of a crime scene, recording the scene, trace evidence, collection and packaging of biological evidence. Mock crime scenes with hands on activities will be part of the class. 16 hours lecture and 8 hours laboratory. (Pass/No Pass only)

**ADJ-A44A****Laser Operator****.25 Unit***Prerequisite: ADJ-B1B and ADJ-T1A and ADJ-T2A*

Description: A review of Doppler Radar and the historical development, concepts, characteristics, and properties of laser technology. Designed to teach 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. (Pass/No Pass only)

**ADJ-A46A****Background Investigation****2 Units***Prerequisite: ADJ-B1B*

Description: 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. (Pass/No Pass only)

**ADJ-A48A****Basic Criminal Investigation****2 Units***Prerequisite: ADJ-B1B*

Description: 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." 40 hours lecture. (Pass/No Pass only)

**ADJ-B1B****Basic Peace Officer Training Academy****40 Units***Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Completion of the POST Reading and Writing Skills Examination or equivalent examination; completion of the POST Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver's license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.*

Description: Intensive basic instruction designed to meet the minimum requirements of a peace officer as established by state law. 604 lecture hours and 359 hours laboratory.

**ADJ-B1A****Intro to Wellness and Physical Conditioning in Prep for Law Enforcement and Correctional Academies****1.50 Units***Prerequisite: None*

Description: 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. (Pass/No Pass only)

**ADJ-B2A****Law Enforcement Pre-Academy****3 Units***Prerequisite: None*

Description: An introduction to law enforcement with an emphasis towards academic studies related to a basic law enforcement academy. Topics may include hiring processes, ethics and leadership, criminal law, search and seizure, report writing, cultural diversity and the criminal justice system. 54 hours lecture.

**ADJ-B3A****Basic Community Service Officer Academy****3.50 Units***Prerequisite: None*

Description: Provides an overview of the fundamentals and techniques necessary to perform the position of Community Service Officer. Emphasis on the practical applications of weapon cleaning and servicing, hand cuffing prisoners, transporting inmates, report writing, basic traffic collision report processing, radio communication techniques, evidence processing, courtroom testimony, and civil liability issues. 66 hours lecture, 14 hours lab. (Pass/No Pass only)

**ADJ-C1D****Basic Correctional Deputy Academy****14 Units***Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Completion of POST reading and writing examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.*

Description: 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. 180 hours lecture and 220 hours laboratory. (Letter grade only)

**ADJ-C2A****Adult Correctional Officer Supplemental Core Course****3 Units***Prerequisite: ADJ-B1B*

Description: Orientation to custody and working in a correctional facility. Builds upon policing skills to include the necessary transitional training for graduates from the Basic Peace Officer Training Academy. The course is certified for Standards of Training for Corrections (STC) and meets the requirements of all agencies needing custody-trained officers. 55 hours lecture and 17 hours laboratory. (Pass/No Pass only)

**ADJ-D1A****Basic Public Safety Dispatch Course****6 Units***Prerequisite: None*

Description: The 120-hour Basic Public Safety Dispatch Course is designed for law enforcement entry level Dispatchers. The course provides basic skills and knowledge in proper telephone, radio techniques, stress management, and local emergency service systems. 106 hours lecture and 14 hours laboratory. (Pass/No Pass only)

**ADJ-D1B****Dispatcher Update, Public Safety****1 Unit***Prerequisite: ADJ-D1A*

Description: This 24-hour course is designed for the experienced Public Safety Dispatcher as a legal and critical issues update. This course includes updates in civil liability, ethics, civil procedures, wellness and stress management and communicating with the mentally ill. 24 hours lecture. (Pass/No Pass only)

**ADJ-D1C****Communications Training Officer Course****2 Units***Prerequisite: ADJ-D1A*

Description: Provides 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. (Pass/No Pass only)



**ADJ-D3A****Dispatch Upd- Handling the Rising Tide of Suicide .25 Units***Prerequisite: ADJ-D1A*

Description: Enhances the skills and abilities of public safety dispatchers regarding the increase in suicide rates and the handling of such incidents. The student will be provided background information, concepts, techniques and an understanding of the emotional impact of dealing with suicides. This course also brings an awareness of the signs of suicide in co-workers and provides options for persuading them to seek help and refer them to appropriate resources. 8 hours lecture. (Pass/No Pass only)

**ADJ-D4A****Dispatcher Role Critical Incidents .25 Units***Prerequisite: ADJ-D1A*

Description: This course will assist professional public safety communications officers understand their role in assisting officers during high-risk incidents. Students will learn strategies to assist field officers during felony stops, response to high-risk calls, and building searches. 8 hours lecture. (Pass/No Pass only.)

**ADJ-D4B****Dispatcher Role in Critical Incidents Advanced .25 Units***Prerequisite: ADJ-D1A*

Description: This course is designed to provide the Public Safety Dispatcher with an understanding of the decisions officers in the field must make during critical incidents and how handling the radio traffic can affect their safety. Students will participate in scenarios inside the force options and driving simulators and formulate solutions to communication obstacles. 4 hours lecture and 4 hours laboratory. (Pass/No Pass only.)

**ADJ-D5A****Dispatcher Public Safety Advanced .50 Units***Prerequisite: ADJ-D1A*

Description: 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. (Pass/No pass only)

**ADJ-D6A****Dispatcher, Crisis Negotiations .25 Units***Prerequisite: ADJ-D1A*

Description: Identifying a crisis negotiation situation, as well as the understanding of the principles of crisis negotiation. Information on the various roles and responsibilities of a dispatcher, responding field units, and the crisis negotiations team. Several techniques on how to combat stress during and after a crisis negotiation incident. The importance of participating in critical incident debriefing. 8 hours lecture. (Pass/No Pass only)

**ADJ-D7A****Dispatcher Domestic Violence and Sexual Assault .25 Units***Prerequisite: ADJ-D1A*

Description: This course is designed to provide the student with the knowledge of the cycle of violence, signs and symptoms of domestic violence and sexual assault, phases of domestic violence, different environmental violence, and the understanding of why victims stay in violent relationships. Students will learn call taking and dispatching skills to assist victims of domestic violence and sexual assault, and the California Penal Code sections and other related laws in order to assist victims. 8 hours lecture. (Pass/No Pass only)

**ADJ-K1A****Code Enforcement Basics 2 Units***Prerequisite: None.*

Description: This is the first course in the Code Enforcement Officer Training Program. Students are introduced to basic concepts in municipal codes pertaining to various types of properties. Course topics include: Basic inspection protocols, planning and community development, officer safety, vehicle abatement, zoning/nuisance, right of entry and inspection warrants, case preparation and overview, abatement of dangerous buildings and substandard housing, legal remedies in code enforcement, dealing with difficult people, and interviews and interrogations. New CA state standards will be reviewed for compliance purposes with revised state regulations. Course prepares the student to take the Basic Certification of Code Enforcement. 40 hours lecture. (Pass/No Pass only)

**ADJ-K1B****Code Enforcement Officer Intermediate 2 Units***Prerequisite: ADJ-K1A*

Description: Second course in the Code Enforcement Officer Training Program. This 40 hour intermediate Code Enforcement Officer Course is designed for current Code Enforcement Officers or an individual who is seeking employment as a Code Enforcement Officer. Topics include: effective communications, use of chemical and technical means as deterrents, legal updates, multi-agency task force inspections, animal awareness and related hazards. 40 hours lecture. (Pass/No Pass only)

**ADJ-K1C****Code Enforcement Officer Advanced Code 2 Units***Prerequisite: ADJ-K1A and ADJ-K1B.*

Description: Third course in the Code Enforcement Officer sequence. This 40 hour advanced Enforcement Officer Course provides technical knowledge for Current Code Enforcement Officers or those individuals preparing to become Code Enforcement Officers that will require the interpretation and application of the Health and Safety and Building Codes. Topics include: legal aspects with constitutional considerations including Fourth Amendment, Vectors, Microbial Contamination, Building, Plumbing, Electrical, Mechanical, Fire Code, and Officer Safety pertaining to Drug and Gang Awareness. 40 hours lecture. (Pass/No Pass only)

**ADJ-P4A****PC 832 Arrest, Search and Seizure 1.50 Units***Prerequisite: None*

Description: Skills necessary to qualify for limited peace officer powers as required by Penal Code Section 832. Emphasis on laws of arrest, search and seizure, evidence, and the investigative process. Meets the curriculum standards of the California Board of Corrections and the California Commission on Peace Officers Standards and Training. 27 hours lecture and 13 hours laboratory. (Pass/No Pass only)

**ADJ-R1A2****Level III Modular Academy Training****7 Units***Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Completion of the POST Reading and Writing Skills Examination or equivalent examination; completion of the POST Physical Fitness Assessment; completion of the P.O.S.T. personal history statement; possession of a valid California driver's license; successful completion of a medical examination and fingerprint clearance through the California State Department of Justice.*

Description: 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. 99 hours lecture and 81 hours laboratory.

**ADJ-R1B****Level II Modular Academy Training****11 Unit***Prerequisite: ADJ-R1A2*

*Limitation on enrollment: Fingerprint clearance through California State Department of Justice to possess a firearm, completion of a physical fitness assessment, POST PelletB written assessment or equivalent, and Personal History Statement.*

Description: 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****Regular Basic Course, Modular Format, Module I Training****18.50 Units***Prerequisite: ADJ-R1B*

*Limitation on enrollment: Completion of POST physical fitness assessment; possession of a valid California drivers license; successful completion of a medical examination; and current fingerprint clearance through the California State Department of Justice*

Description: This course is the third module in the Regular Basic CourseModular 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. 285 hours lecture and 177 hours laboratory.

**ADJ-S1A****Supervisory Course****4 Units***Prerequisite: ADJ-B1B*

Description: 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. Total of 80 hours lecture.

**ADJ-T1A****Traffic Collision Investigation: Basic****2 Units***Prerequisite: ADJ-B1B*

Description: 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. 36 hours lecture and 4 hours lab. (Pass/No Pass only)

**ADJ-T1B****Intermediate Traffic Collision Investigation****2 Units***Prerequisite: ADJ-B1B and ADJ-T1A*

Description: Fundamentals of skidmark analysis and documentation which helps students develop advanced skills in accident investigation. Includes a practical exercise. This course is designed to help students improve their mathematics skills which are necessary for the advanced investigation course. 36 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**ADJ-T1C****Traffic Collision Investigation: Advanced****4 Units***Prerequisite: ADJ-T1B*

Description: Improves skill and knowledge of the advanced techniques used to determine the sequence of events that result in in traffic collision and how to properly document the available information. 76 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**ADJ-T1D****Traffic Collision Reconstruction****4 Units***Prerequisite: ADJ-T1C*

Description: Provides the skills necessary to investigate traffic collision reconstruction events. The correlation between actual investigations and mathematical models is emphasized. 76 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**ADJ-T2A****Radar Operations****1 Unit***Prerequisite: ADJ-B1B*

Description: Training in the operation of traffic RADAR. 20 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**ADJ-T3A****Driving Under the Influence****1 Unit***Prerequisite: ADJ-T1C*

Description: An historical perspective of laws covering persons driving under the influence of alcohol/drugs. Introduction 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. (Pass/No Pass only)

**ADJ-W7A****Rangemaster Course****.50 Units***Prerequisite: None*

Description: 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****PC 832 Firearms****.25 Units***Prerequisite: None**Limitation on enrollment: Department of Justice clearance letter. For more information, go to the website [www.mvc.edu/law](http://www.mvc.edu/law)*

Description: 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. (Pass/No Pass only)

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## AMERICAN SIGN LANGUAGE

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**AML-1****American Sign Language 1****4 Units**

UC\*, CSU

*Prerequisite: None*

Description: This course concentrates on developing basic principles and skills of American Sign Language (ASL) through cultural appreciation and non-verbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

**AML-2****American Sign Language 2****4 Units**

UC, CSU

*Prerequisite: AML-1*

Description: 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. Non-verbal techniques are employed to further enhance the students complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory.

## ANATOMY AND PHYSIOLOGY

See **BIOLOGY**

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## ANTHROPOLOGY

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**ANT-1****Physical Anthropology****3 Units**

(C-ID: ANTH 110)

UC, CSU

*Prerequisite: None*

Description: 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. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

**ANT-1H****Honors Physical Anthropology****3 Units**

(C-ID: ANTH 110)

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the RCCD Honors Program*

Description: This honors course offers an enriched 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. Students may not receive credit for both ANT 1 and ANT 1H. 54 hours lecture.

**ANT-1L****Physical Anthropology Laboratory****1 Unit**

(C-ID: ANTH 115)

UC, CSU

*Prerequisite: None**Corequisite: Concurrent enrollment in or prior completion of ANT-1 or 1H required.*

Description: Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory.

**ANT-2****Cultural Anthropology****3 Units**

(C-ID: ANTH 120)

UC, CSU

*Prerequisite: None*

Description: 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-2H****Honors Cultural Anthropology****3 Units**

(C-ID: ANTH 120)

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ANT-2 and ANT-2H. 54 hours lecture.

**ANT-3****Prehistoric Cultures****3 Units**

UC\*, CSU

*Prerequisite: None*

Description: 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*

Description: 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*

Description: The development of civilization in ancient Mexico, integrating evidence from archaeology and the prehispanic 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**

(C-ID: ANTH 150)

UC, CSU

*Prerequisite: None*

Description: 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*

Description: 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**

(C-ID: ANTH 130)

UC, CSU

*Prerequisite: None*

Description: An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ANT-16****Field Methods in Archaeology****3 Units**

UC, CSU

*Prerequisite: ANT-6*

Description: Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Pass/No Pass or Letter Grade)

**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**

(C-ID: ARTH 110)

UC, CSU

*Prerequisite: None**Advisory: ENG-1A*

Description: Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-2****History of Western Art: Renaissance through Contemporary****3 Units**

(C-ID: ARTH 120)

UC, CSU

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

Description: Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Student may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-5****History of Non-Western Art****3 Units**

UC, CSU

*Prerequisite: None**Advisory: ENG-1A and college level reading recommended*

Description: 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: ENG-1A*

Description: 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: ENG-1A*  
*Limitation on enrollment: Enrollment in the Honors Program*  
 Description: 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: ENG-1A*  
 Description: 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-9**  
**African Art History** 3 Units  
 UC, CSU  
*Prerequisite: None*  
 Description: 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-12**  
**Asian Art History** 3 Units  
 (C-ID: ARTH 130)  
 UC, CSU  
*Prerequisite: None*  
 Description: 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 the minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- ART-13**  
**Pre-Columbian Art History** 3 Units  
 (C-ID: ARTH 145)  
 UC, CSU  
*Prerequisite: None*  
*Advisory: Qualification for ENG-1A*  
 Description: A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Letter grade, or Pass/No Pass option.)
- ART-14**  
**Latin American Art: Colonial to the Present** 3 Units  
 UC, CSU  
*Prerequisite: None*  
*Advisory: Qualification for ENG-1A*  
 Description: Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- ART-17**  
**Beginning Drawing** 3 Units  
 (C-ID: ARTS 110)  
 UC, CSU  
*Prerequisite: None*  
 Description: 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  
 (C-ID: ARTS 205)  
 UC, CSU  
*Prerequisite: ART-17*  
 Description: Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-22**  
**Basic Design** 3 Units  
 (C-ID: ARTS 100)  
 UC, CSU  
*Prerequisite: None*  
 Description: An introduction to the fundamentals of two-dimensional design. The organization of visual elements according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill, and presentation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-23**  
**Color Theory and Design** 3 Units  
 (C-ID: ARTS 270)  
 UC, CSU  
*Prerequisite: ART-22 or ART-17*  
 Description: The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-24**  
**Three Dimensional Design** 3 Units  
 (C-ID: ARTS 101)  
 UC, CSU  
*Prerequisite: None*  
 Description: An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)(Materials fee: \$15.00)

- ART-25A**  
**Watercolor - Beginning** 3 Units  
UC, CSU  
*Prerequisite:* ART-17  
Description: Course work that reflects the fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-25B**  
**Watercolor - Intermediate** 3 Units  
UC, CSU  
*Prerequisite:* ART-25A  
Description: Course work that reflects an intermediate-level of painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of 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  
(C-ID: ARTS 210)  
UC, CSU  
*Prerequisite:* ART-17  
Description: An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. 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 ART-26  
Description: Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual, compositional, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-28A**  
**Studio Painting-Portfolio Preparation** 3 Units  
UC, CSU  
*Prerequisite:* ART-27  
Description: Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)
- ART-28B**  
**Studio Painting-Portfolio Presentation** 3 Units  
UC, CSU  
*Prerequisite:* ART-28A  
Description: Independent painting studio for the self-motivated student with emphasis on individual art problems, portfolio development and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, refinement, and portfolio presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-35A**  
**Illustration-Beginning** 3 Units  
UC, CSU  
*Prerequisite:* ART-17.  
*Advisory:* ART-23 or 26.  
Description: Course work that reflects the types of entrance level assignments an illustrator may encounter in the industry, using a variety of traditional media and techniques. Emphasis is placed on the evolutionary development of visual ideas. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-35B**  
**Illustration-Intermediate** 3 Units  
UC, CSU  
*Prerequisite:* ART-35A  
*Advisory:* ART-23 or 26.  
Description: Course work that reflects the types of intermediate assignments an illustrator may encounter in the industry. Students will combine traditional and non-traditional techniques to create projects that reflect an intermediate level of finish and format. Projects will focus on conceptual content and process, and represent a range of possible industry application, such as entertainment design, editorial illustration and illustrations for an interactive environment. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-36A**  
**Computer Art-Introduction** 3 Units  
UC, CSU  
*Prerequisite:* None  
Description: Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-36B**  
**Computer Art-Intermediate** 3 Units  
UC, CSU  
*Prerequisite:* ART-36A  
Description: Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- ART-40A**  
**Figure Drawing-Introduction** 3 Units  
(C-ID: ARTS 200)  
UC, CSU  
*Prerequisite:* ART-17  
Description: Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40B****Figure Drawing-Intermediate****3 Units**

UC, CSU

*Prerequisite: ART-40A*

Description: Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option).

**ART-42A****Studio Figure Drawing-Portfolio Preparation****3 Units**

UC, CSU

*Prerequisite: ART-40B*

Description: Continued figure drawing studio work for the self-motivated student, with emphasis on individual problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent development and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-42B****Studio Figure Drawing-Portfolio Presentation****3 Units**

UC, CSU

*Prerequisite: ART-42A*

Description: Continued independent figure drawing studio for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-45****Studio Watercolor Painting****3 Units***Prerequisite: ART-25A*

Description: 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. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade, or Pass/No Pass option.)

**ART-48A****Studio Drawing-Portfolio Preparation****3 Units**

UC, CSU

*Prerequisite: ART-18*

Description: Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48B****Studio Drawing-Portfolio Presentation****3 Units**

UC, CSU

*Prerequisite: ART-48A*

Description: Continued studio drawing for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. 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****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

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## ASTRONOMY

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**AST-1A****Introduction to the Solar System****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-82 or qualifying placement level and MAT-35*

Description: A journey through the fundamental principles of astronomy specifically focused on the observed motions of the night sky, historical developments of astronomical theory, and the scientific principles explaining the physical characteristics and formation of the solar system. Part one of two courses which complete the fundamental knowledge base for astronomy. 54 hours lecture.

**AST-1B****Introduction to the Stars and Galaxies****3 Units**

UC, CSU

*Prerequisite: AST-1A*

Description: A journey through the fundamental principles used to describe the sun, stars, galaxies and the universe as a whole. Description of observational measurements, determination of the physical properties and the theoretical predictions of stellar evolution, properties of; black holes, neutron stars, supernovae, quasars. Classification of, and determination of physical properties of galaxies and cosmology are covered as well. Part two of two courses that complete the fundamental knowledge base for astronomy. 54 hours lecture.

BIOLOGY COURSE MODIFICATIONS EFFECTIVE 18-19 ACADEMIC YEAR		
PREVIOUS COURSE NUMBER	UPDATED COURSE NUMBER	UPDATED TITLE
AMY-10	BIO-45	Survey of Human Anatomy and Physiology
AMY-2A	BIO-50A	Anatomy and Physiology I
AMY-2B	BIO-50B	Anatomy and Physiology II
BIO 30	BIO-16	Human Reproduction and Sexual Behavior
BIO-11	BIO-60	Introduction to Molecular and Cellular Biology
BIO-11H	BIO-60H	Honors Introduction to Molecular and Cellular Biology
BIO-12	BIO-61	Introduction to Organismal and Population Biology
BIO-17	BIO-4	Human Biology
BIO-2A	BIO-2	Zoology
BIO-30	BIO-16	Human Reproduction
BIO-34	BIO-18	Human Genetics
BIO-36	BIO-19	Environmental Science
HES-1	BIO-35	Health Science
MIC-1	BIO-55	Microbiology

## BIOLOGY

### BIO-1

#### General Biology

4 Units

UC\*, CSU

*Prerequisite: None.*

Description: Introductory course designed for non-science majors that offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter Grade only)

### BIO-1H

#### Honors General Biology

4 Units

UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors program*

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

### BIO-4

#### Human Biology (formerly BIO-17)

4 Units

UC, CSU

*Prerequisite: None*

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

### BIO-16

#### Human Reproduction and Sexual Behavior (formerly BIO-30)

3 Units

UC, CSU

*Prerequisite: None.*

Description: 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, sexually transmitted disease, sex education, and sexual intercourse and response. 54 hours lecture. (Letter Grade only)

### BIO-18

#### Human Genetics (formerly BIO-34)

3 Units

UC, CSU

*Prerequisite: None*

*Advisory: High school biology or any college life science course with laboratory.*

Description: A general education course for non-biology majors and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture.

### BIO-35

#### Health Science (Same as HES-1)

3 Units

UC, CSU

*Prerequisite: None*

Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Letter Grade only)

### BIO-45

#### Survey of Human Anatomy and Physiology (formerly AMY-10)

3 Units

UC, CSU

*Prerequisite: None*

Description: 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.



**BIO-50A****Anatomy and Physiology I (formerly AMY-2A) 4 Units**

(C-ID: BIOL 115S)

UC, CSU

*Prerequisite: BIO-1 or BIO-1H or BIO-4 or BIO-55 or BIO-60 or BIO-60H*

Description: 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 systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

**BIO-50B****Anatomy and Physiology II (formerly AMY-2B) 4 Units**

(C-ID: BIOL 115S)

UC, CSU

*Prerequisite: BIO-50A*

Description: Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive organ systems. 36 hours lecture and 108 hours laboratory.

**BIO-55****Microbiology (formerly MIC-1) 4 Units**

UC, CSU

*Prerequisite: CHE-2A or CHE-2B, and BIO-1 or BIO-1H or BIO-50A or BIO-60 or BIO-60H*

Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

**BIO-60****Introduction to Molecular and Cellular Biology (formerly BIO-11) 5 Units**

(C-ID: BIOL 190)

UC\*, CSU

*Prerequisite: CHE-1A or CHE-1AH**Advisory: MAT-35, ENG-50, ENG-80 or qualifying placement level*

Description: An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

**BIO-60H****Honors Introduction to Molecular and Cellular Biology (formerly BIO-11H) 5 Units**

(C-ID: BIOL 190)

UC, CSU

*Prerequisite: CHE-1A or CHE-1AH**Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors program.*

Description: An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

**BIO-61****Introduction to Organismal and Population Biology (formerly BIO-12) 5 Units**

(C-ID: BIOL 140)

UC\*, CSU

*Prerequisite: BIO-60 or BIO-60H*

Description: 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 Biology 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.)

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## BIOTECHNOLOGY

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**BIT-1****Introduction to Biotechnology 1 Unit***Prerequisite: None*

Description: 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***Prerequisite: None*

Description: 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***Prerequisite: None*

Description: 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***Prerequisite: BIT-20*

Description: 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***Prerequisite: BIT-20*

Description: 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***Prerequisite: BIT-20*

Description: 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***Prerequisite: BIT-20*

Description: 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 Exp****1-4 Units***Prerequisite: None**Advisory: Students should have paid or voluntary employment*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

**BLACK STUDIES**  
 See **ETHNIC STUDIES**
**BUSINESS ADMINISTRATION**
**BUS-3****Computer Applications for Business****3 Units****(Same as CAT/CIS-3)**

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID: BUS 110)

UC, CSU

*Prerequisite: None.*

Description: 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. (Letter Grade only)

**BUS-10H****Honors Introduction to Business****3 Units**

(C-ID: BUS 110)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both BUS 10 and BUS 10H. 54 hours lecture.

**BUS-18A****Business Law I****3 Units**

(C-ID: BUS 125)

UC\*, CSU

*Prerequisite: None*

Description: 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*

Description: Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

**BUS-20****Business Mathematics****3 Units**

CSU

*Prerequisite: None*

Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

**BUS-22****Management Communications****3 Units**

CSU

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

Description: 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-24****Business Communication****3 Units**

(C-ID: BUS 115)

CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture.

**BUS-30****Entrepreneurship: Foundations and Fundamentals****3 Units**

CSU

*Prerequisite: None*

Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs. 54 hours lecture

**BUS-47****Applied Business and Management Ethics****3 Units**

(Same as MAG-47)

CSU

*Prerequisite: None*

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

**BUS-51****Principles of Electronic Commerce****3 Units**

CSU

*Prerequisite: None**Advisory: BUS-10 and CIS-1A*

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

**BUS-53****Introduction to Personal Finance****3 Units**

CSU

*Prerequisite: None*

Description: An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs, and personal investing. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-80****Principles of Logistics****3 Units**

CSU

*Prerequisite: None*

Description: 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.

**BUS-200****Business Administration Work Experience****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)



## CHEMISTRY

### CHE-1A

#### General Chemistry, I

5 Units

(C-ID: CHEM 120S)

UC, CSU

*Prerequisite: CHE-2A or CHE-3 and MAT-35*

Description: The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### CHE-1AH

#### Honors General Chemistry, I

5 Units

(C-ID: CHEM 120S)

UC, CSU

*Prerequisite: CHE-2A or CHE-3 and MAT-35*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. 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. (Letter Grade, or Pass/No Pass option.)

### CHE-1B

#### General Chemistry, II

5 Units

(C-ID: CHE 110 CHEM 120S)

UC, CSU

*Prerequisite: CHE-1A or CHE-1AH*

Description: Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### CHE-1BH

#### Honors General Chemistry, II

5 Units

(C-ID: CHEM 120S)

UC, CSU

*Prerequisite: CHE-1A or CHE-1AH*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. 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. (Letter Grade, or Pass/No Pass option.)

### CHE-2A

#### Introductory Chemistry, I

4 Units

UC, CSU

*Prerequisite: MAT-52*

Description: Introduction to the nature of chemicals, their properties, chemical bonding, reactions, and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### CHE-2B

#### Introductory Chemistry, II

4 Units

UC\*, CSU

*Prerequisite: CHE-2A*

Description: 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 requirements for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHICANO STUDIES**  
See **ETHNIC STUDIES**

## COMMUNICATION STUDIES

### COM-1

#### Public Speaking

3 Units

(C-ID: COMM 110)

UC, CSU

*Prerequisite: None*

*Advisory: COM-51 and qualification for ENG-1A*

Description: 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

(C-ID: COMM 110)

UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and qualification for ENG-1A*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### COM-2

#### Persuasion in Rhetorical Perspective

3 Units

(C-ID: COMM 190)

UC, CSU

*Prerequisite: None*

*Advisory: COM-51 and qualification for ENG-1A*

Description: 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

(C-ID: COMM 120)

UC, CSU

*Prerequisite: None*

*Advisory: COM-51 and qualification for ENG-1A*

Description: 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-6

#### Dynamics of Small Group Communication

3 Units

(C-ID: COMM 140)

UC, CSU

*Prerequisite: None*

*Advisory: COM-51 and qualification for ENG-1A*

Description: 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

(C-ID: COMM 170)

UC, CSU

*Prerequisite: None*

*Advisory: COM-51 and qualification for ENG-1A*

Description: 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

(C-ID: COMM 130)

UC, CSU

*Prerequisite: None*

*Advisory: COM-51 and qualification for ENG-1A*

Description: 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 management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-9H****Honors Interpersonal Communication****3 Units**

(C-ID: COMM 130)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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 management. 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-12****Intercultural Communication****3 Units**

(C-ID: COMM 150)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**COM-13****Gender and Communication****3 Units**

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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-51****Enhancing Communication Skills****1 Unit***Prerequisite: None*

Description: 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: Course intended for students with near native reading and writing skills in Spanish and English*

Description: 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***Prerequisite: None**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English*

Description: This course is an introduction to the field of Spanish-English medical interpreting. The three modes of interpreting are practiced: simultaneous interpreting, consecutive interpreting and sight translation. Students will learn medical terminology in Spanish and English as they improve their interpreting skills. They also work with common word roots, suffixes and prefixes. Course includes a field observation component. 90 hours lecture and 54 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**CMI-81****Introduction to Court Interpreting****6 Units***Prerequisite: None**Limitation on enrollment: This course is intended for students with near native fluency in Spanish and English*

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

**CMI-82****Intermediate Legal Interpreting****4 Units***Prerequisite: CMI-81*

Description: 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*

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

**CMI-200****Community Interpretation Work Experience 1-4 Units**  
CSU\**Prerequisite: None**Advisory: Students should have paid or voluntary employment*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass) Grade, or Pass/No Pass option.)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

**CAT-1A****Business Etiquette 1 Unit***Prerequisite: None*

Description: This course provides students with both the knowledge and the 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*

Description: 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 CAT-34A or CIS-34A or familiarity with Microsoft Word*

Description: Examines the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 54 hours of lecture. (Letter Grade, or Pass/No pass option)

**CAT-31****Business Communications 3 Units**

CSU

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

Description: This course is designed to teach the fundamentals of written and oral communications 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*

Description: 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 CAT-50*

Description: 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*

Description: Develops basic alpha/numeric keyboarding/touch type-writing 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: CAT/CIS-95A or competency in the use of a computer and familiarity with the Internet*

Description: 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*

Description: 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-61****Professional Office Procedures** 3 Units*Prerequisite: None**Advisory: CAT-3 and CAT-31 and CAT-51*

Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base 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*

Description: Examines the basic procedures for alphabetic, 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** 1.50 Units  
(Same as CIS-65)

CSU

*Prerequisite: None*

Description: Introduction to Microsoft PowerPoint presentation graphic program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None*

Description: 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)

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

CSU

*Prerequisite: CAT/CIS-78A*

Description: Advanced techniques and methods for using Adobe Photo Shop 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*

Description: Fundamentals of Adobe Illustrator, including creating objects, drawing paths, designing with type, creating freehand drawing and illustration, importing and working with graphics. Development of 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*

Description: 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*

Description: 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*

Description: 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-98A****Introduction to Excel** 1.50 Units  
(Same as CIS-98A)*Prerequisite: None.*

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 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****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

## COMPUTER INFORMATION SYSTEMS

**CIS-1A****Introduction to Computer Information Systems****3 Units**

(C-ID: ITIS 120)

UC, CSU

*Prerequisite: None.*

Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 54 hours lecture and 18 hours laboratory. (TBA option)

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

CSU

*Prerequisite: CIS-1A*

Description: 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*

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 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.*

Description: This course introduces a suite of computer applications used in 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-4****Practical Computer Security****3 Units**

CSU

*Prerequisite: None.*

Description: Introductory course in computer security. Provides awareness for computer users to protect user accounts and computer systems from attacks. Projects illustrate the security software and hardware configuration. 54 hours lecture and 18 hours laboratory.

**CIS-5****Programming Concepts and Methodology I: C++****4 Units**

(Same as CSC-5)

(C-ID: COMP 122)

UC, CSU

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

Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

**CIS-7****Discrete Structures****3 Units**

(Same as CSC-7)

(C-ID: COMP 152)

UC, CSU

*Prerequisite: CIS/CSC-5*

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

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

(Same as CSC-11)

(C-ID: COMP142)

UC, CSU

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

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

<p><b>CIS-12</b> <b>PHP Dynamic Web Site Programming</b> 3 Units (Same as CSC-12) CSU <i>Prerequisite: None</i> <i>Advisory: CIS/CSC-5 and CIS-14A and CIS/CSC-72A</i> Description: 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 intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Lab)(Letter Grade, or Pass/No Pass option.)</p>	<p><b>CIS-17B</b> <b>C++ Programming: Advanced Objects</b> 3 Units (Same as CSC-17B) UC, CSU <i>Prerequisite: None</i> <i>Advisory: CIS/CSC-17A</i> Description: This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CIS-14A</b> <b>Web Programming: JavaScript</b> 3 Units (Same as CSC-14A) CSU <i>Prerequisite: None</i> <i>Advisory: Previous programming experience and knowledge of HTML, CSC/CIS-5 and CIS-72A</i> Description: 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.)</p>	<p><b>CIS-17C</b> <b>C++ Programming: Data Structures</b> 3 Units (Same As CSC-17C) UC, CSU <i>Prerequisite: None</i> <i>Advisory: CIS/CSC-17A</i> Description: 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.)</p>
<p><b>CIS-14B</b> <b>Web Programming: Active Server Pages</b> 3 Units CSU <i>Prerequisite: None</i> <i>Advisory: CIS/CSC-5 and CIS-72A</i> Description: 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.)</p>	<p><b>CIS-18A</b> <b>Java Programming: Objects</b> 3 Units (Same as CSC-18A) UC, CSU <i>Prerequisite: None</i> <i>Advisory: CIS/CSC-5</i> Description: 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.)</p>
<p><b>CIS-17A</b> <b>Programming Concepts and Methodology II: C++</b> 3 Units (Same as CSC-17A) (C-ID: COMP 152) UC, CSU <i>Prerequisite: CIS/CSC-5</i> Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)</p>	<p><b>CIS-18B</b> <b>Java Programming: Advanced Objects</b> 3 Units (Same as CSC-18B) UC, CSU <i>Prerequisite: None</i> <i>Advisory: CIS/CSC-18A</i> Description: 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.)</p>
	<p><b>CIS-18C</b> <b>Java Programming: Data Structures</b> 3 Units (Same as CSC-18C) UC, CSU <i>Prerequisite: None</i> <i>Advisory: CIS/CSC-18A</i> Description: 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.)</p>



**CIS-20****Systems Analysis and Design  
(Same as CSC-20)****3 Units**

CSU

*Prerequisite: CIS-2**Advisory: Students should have a working knowledge of MS Access*

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

**CIS-21****Introduction to Operating Systems  
(Same as CSC-21)****3 Units**

CSU

*Prerequisite: CIS-1A*

Description: An introduction to operating system 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 Game Development****3 Units**

CSU

*Prerequisite: None*

Description: 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.*

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

**CIS-37****Beginning Level Design/Computer Games  
(Same as GAM-37)****3 Units**

CSU

*Prerequisite: None*

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

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

CSU

*Prerequisite: None*

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

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

CSU

*Prerequisite: CIS-38A*

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

**CIS-38C****Simulation and Gaming/3D Dynamics and Rendering for Real-Time Interactive Simulations****4 Units**

CSU

*Prerequisite: CIS-38B or GAM-38B*

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

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

CSU

*Prerequisite: None*

*Advisory: Ability to manipulate graphics including layers and textures with PhotoShop or concurrent enrollment in, CAT/CIS-78A or ADM-71A*

Description: 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: CAT/CIS-95A or competency in the use of a computer and familiarity with the Internet.*  
 Description: 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  
 CSU  
*Prerequisite: None*  
*Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CAT/CIS-95A*  
 Description: This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option)
- CIS-61**  
**Introduction to Database Theory** 3 Units  
 (Same as CSC-61)  
 CSU  
*Prerequisite: None.*  
*Advisory: CIS-3 and CAT-30 or CAT-30A*  
 Description: An introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 54 hours of lecture and 18 hours laboratory. (TBA Option)
- CIS-65**  
**Introduction to Microsoft Powerpoint** 1.50 Units  
 (Same as CAT-65)  
 CSU  
*Prerequisite: None*  
 Description: Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Same as CAT 65) (Letter Grade, or Pass/No Pass option.)
- CIS-72A**  
**Introduction to Web Page Creation** 1.50 Units  
 CSU  
*Prerequisite: None*  
*Advisory: CIS-95A or competency in the use of a computer, familiarity with the Internet.*  
 Description: An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)(TBA option)
- CIS-72B**  
**Intermediate Web Page Creation Using Cascading Style Sheets (CSS)** 1.50 Units  
 CSU  
*Prerequisite: None*  
*Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A*  
 Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page 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  
 CSU  
*Prerequisite: None*  
*Advisory: CIS-95A and competency in the use of the Internet and in managing files and folders*  
 Description: This course 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 web site. 54 hours lecture and 18 hours laboratory. (TBA option)
- CIS-76B**  
**Introduction to Dreamweaver** 3 Units  
 CSU  
*Prerequisite: None*  
*Advisory: CIS-95A*  
 Description: 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*  
 Description: 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)

- CIS-78B**  
**Advanced Adobe Photoshop** 3 Units  
 (Same as CAT-78B)  
 CSU  
*Prerequisite:* CIS-78A or CAT-78B  
 Description: 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  
 Description: Fundamentals of Adobe Illustrator, including creating objects, drawing paths, designing with type, creating freehand drawing and illustration, importing and working with graphics. Development of 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  
 Description: This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.
- CIS-81**  
**Introduction to Desktop Publishing using Adobe InDesign** 3 Units  
 (Same as CAT-81)  
 CSU  
*Prerequisite:* None  
 Description: 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-90**  
**Microsoft Outlook** 3 Units  
 (Same as CAT-90)  
 CSU  
*Prerequisite:* None.  
 Description: 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-93**  
**Computers for Beginners** 3 Units  
 (Same as CAT-93)  
 CSU  
*Prerequisite:* None  
 Description: 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** 1.50 Units  
 (Same as CAT-95A)  
 CSU  
*Prerequisite:* None  
 Description: 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** 1.50 Units  
 (Same as CAT-98A)  
 CSU  
*Prerequisite:* None.  
 Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)
- CIS-200**  
**Computer Information Systems Work Experience** 1-4 Units  
 CSU\*  
*Prerequisite:* None  
*Advisory:* Students should have paid or voluntary employment  
 Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

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## DANCE

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- DAN-6**  
**Dance Appreciation** 3 Units  
 UC, CSU  
*Prerequisite:* None  
 Description: 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. (Letter Grade, or Pass/No Pass option.)

<b>DAN-D19</b> <b>Conditioning for Dance</b> UC, CSU <i>Prerequisite: None</i> Description: 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.	<b>1 Unit</b>
<b>DAN-D20</b> <b>Introduction to Social Dance</b> UC, CSU <i>Prerequisite: None</i> Description: This course is designed to introduce students to social dance technique. Styles to be studied will include Waltz, Cha cha, Fox trot, or Swing. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)	<b>1 Unit</b>
<b>DAN-D21</b> <b>Ballet, Beginning</b> UC, CSU <i>Prerequisite: None.</i> Description: This class will provide an opportunity to learn, practice and apply beginning level 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. (Letter Grade, or Pass/No Pass option.)	<b>1 Unit</b>
<b>DAN-D30</b> <b>Social Dance Styles</b> UC, CSU <i>Prerequisite: None</i> Description: 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 Night Club Two-Step. 54 hours laboratory.	<b>1 Unit</b>
<b>DAN-D31</b> <b>Hip-Hop Dance, Beginning</b> UC, CSU <i>Prerequisite: None</i> Description: Learn, practice and apply beginning hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)	<b>1 Unit</b>
<b>DAN-D32</b> <b>Jazz, Beginning</b> UC, CSU <i>Prerequisite: None</i> Description: Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. 54 hours laboratory. (Letter Grade or Pass/No Pass option)	<b>1 Unit</b>
<b>DAN-D37</b> <b>Modern Dance, Beginning</b> UC, CSU <i>Prerequisite: None.</i> Description: 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. (Letter Grade, or Pass/No Pass option.)	<b>1 Unit</b>

<b>DAN-D43</b> <b>Tap, Beginning</b> UC, CSU <i>Prerequisite: None</i> Description: Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. 54 hours laboratory.	<b>1 Unit</b>
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<b>DAN-D44</b> <b>Tap, Intermediate</b> UC, CSU <i>Prerequisite: None</i> <i>Limitation on enrollment: Audition on or before the first class meeting</i> Description: 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. 54 hours laboratory.	<b>1 Unit</b>
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<b>DAN-D46</b> <b>Pilates Mat Work</b> UC*, CSU <i>Prerequisite: None.</i> Description: This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises include stretching and strengthening, in a non-impact system of floor work that emphasizes improving alignment, body awareness and control. 54 hours laboratory. ( Letter Grade, or Pass/No Pass option.)	<b>1 Unit</b>
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## DENTAL ASSISTANT

1. RCCD application on file and eligibility to attend RCCD.
2. A qualifying first time score on RCCD's "Ability to Benefit" test.
3. High School Diploma, equivalent or post secondary degree
4. Valid CPR certification (BLS Healthcare Provider)
5. Verification of receiving the required vaccinations, TB testing and medical examination 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 eligibility 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 eligibility 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** 4.50 Units

*Prerequisite:* ENG-50 or ENG-80 or qualifying placement level

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

Description: 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 81 hours laboratory.

**DEA-20****Infection Control for Dental Assistants** 2 Units

*Prerequisite:* None

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

*Corequisite:* DEA-10 and DEA-21

Description: 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** 2.50 Units

*Prerequisite:* None

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

*Corequisite:* DEA-10 and DEA-20

Description: 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. 27 hours lecture and 54 hours laboratory. (TBA Option)

**DEA-22****Introduction to Supervised Externships** 1.50 Units

*Prerequisite:* DEA-10

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Assistant Program. The course introduces the student supervised clinical experience in chairside dental assisting. The students will be assigned to the MVC Dental Hygiene Clinic and local general practices. 9 hours lecture and 70 hours laboratory.

**DEA-23****Introduction to Dental Sciences** 3 Units

*Prerequisite:* None

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

Description: 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

Description: 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 64 hours laboratory.

**DEA-30****Intermediate Chairside Dental Assisting** 2 Units

*Prerequisite:* DEA-20 and DEA-23 and DEA-24

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

Description: 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 Unit

*Prerequisite:* DEA-10 and DEA-20 and DEA-21

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

Description: 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. 9 hours lecture and 36 hours laboratory.

**DEA-32****Intermediate Supervised Externships** 1 Unit

*Prerequisite:* DEA-10 and DEA-20 and DEA-22 and DEA-24 and DEA-23

*Limitation on enrollment:* Enrollment in the Dental Assistant Program

Description: 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 dentist with basic dental procedures. 9 hours lecture and 32 laboratory hours. (TBA option)

**DEA-40A****Advanced Chairside Surgical Dental Assistant** 3.50 Units

*Prerequisite:* DEA-30 and DEA-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

Description: 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, 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 Dental Assistant 3 Units***Prerequisite: DEA-30**Limitation on enrollment: Enrollment in the Dental Assistant Program*

Description: 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 DEA-32**Limitation on enrollment: Enrollment in the Dental Assistant Program*

Description: 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, 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 1.50 Units***Prerequisite: None*

Description: 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 computer laboratory. (TBA option)

## DENTAL HYGIENE

**DEH-10A****Pre-Clinical Dental Hygiene #1 2.50 Units**

CSU

*Prerequisite: AMY-2A or BIO-50A, AMY-2B or BIO-50B, COM-1 or COM-1H, ENG-1A or ENG-1AH, MIC-1 or BIO-55**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17*

Description: 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 demonstration 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: DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-19*

Description: 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 or BIO-50A, AMY-2B or BIO-50B, COM-1 or COM-1H, ENG-1A or ENG-1AH**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-10A, DEH-12A, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17*

Description: 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 or BIO-50A, ENG-1A and MAT-52**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-10A, DEH-11, DEH-12B, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17*

Description: 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 or BIO-50A and MAT-52**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-10A, DEH-11, DEH-13, DEH-14, DEH-15, DEH-16 and DEH-17*

Description: 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, CHE-2B, ENG-1A or ENG-1AH and MIC-1 or BIO-55

*Limitation on enrollment:* Enrollment in the Dental Hygiene Program

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

Description: 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 and Embryology****3 Units**

CSU

*Prerequisite:* AMY-2A or BIO-50A, AMY-2B or BIO-50B

*Limitation on enrollment:* Enrollment in the Dental Hygiene Program

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

Description: 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 an emphasis on comparative crown and root anatomy and occlusion. Identification of teeth and oral structures, tooth-numbering systems will be included in this course. 49.5 hours lecture and 13.5 hours laboratory.

**DEH-15****Head and Neck Anatomy****2 Units**

CSU

*Prerequisite:* AMY-2A or BIO-50A, AMY-2B or BIO-50B

*Limitation on enrollment:* Enrollment in the Dental Hygiene Program

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

Description: 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****1.50 Units**

CSU

*Prerequisite:* CHE-2A, CHE-2B, COM-1 or COM-1H, ENG-1A or ENG-1AH, KIN-4, MIC-1 or BIO-55, PSY-1 or PSY-1H, SOC-1 or SOC-1H

*Limitation on enrollment:* Enrollment in the Dental Hygiene Program

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

Description: 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. The emphasis is on prevention of dental diseases through effective patient education and motivation. Preventive dental products will be reviewed and analyzed. 27 hours lecture.

**DEH-17****General Pathology****2 Units**

CSU

*Prerequisite:* AMY-2A or BIO-50A, AMY-2B or BIO-50B, MIC-1 or BIO-55

*Limitation on enrollment:* Enrollment in the Dental Hygiene Program

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

Description: 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****2.50 Units**

CSU

*Prerequisite:* DEH-10A, DEH-11, DEH-12A, DEH-12B, DEH-13,

DEH-14, DEH-15, DEH-16 and DEH-17

*Limitation on enrollment:* Enrollment in the Dental Hygiene Program

*Corequisite:* DEH-10B

Description: 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. 27 hours lecture and 54 hours laboratory.

**DEH-20A****Clinical Dental Hygiene #1****3 Units**

CSU

*Prerequisite:* None

*Limitation on enrollment:* Enrollment in the Dental Hygiene Program

*Corequisite:* DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28

Description: 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. (Pass/No Pass only.)

**DEH-20B****Clinical Dental Hygiene #2****1 Unit**

CSU

*Prerequisite:* DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28

*Limitation on enrollment (e.g. Performance tryout or audition):* Enrollment in the Dental Hygiene Program

Description: 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.



<p><b>DEH-21</b> <b>Clinical Seminar #1</b> 1 Unit CSU <i>Prerequisite: DEH-10B and DEH-19</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28</i> Description: 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.</p>	<p><b>DEH-25</b> <b>Medical and Dental Emergencies</b> 1 Unit CSU <i>Prerequisite: DEH-10B and DEH-19DE</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-26, DEH-27 and DEH-28</i> Description: 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 patients 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.</p>
<p><b>DEH-22</b> <b>Oral Radiology Interpretation</b> 1 Unit CSU <i>Prerequisite: DEH-10B and DEH-19</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-21, DEH-23, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28</i> Description: 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.</p>	<p><b>DEH-26</b> <b>Dental Treatment of Geriatric and Medically Compromised Patients</b> 2 Units CSU <i>Prerequisite: DEH-10B and DEH-19DE</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-27 and DEH-28</i> Description: 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.</p>
<p><b>DEH-23</b> <b>Introduction to Periodontology</b> 2 Units CSU <i>Prerequisite: DEH-10B and DEH-19DE</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-21, DEH-22, DEH-24, DEH-25, DEH-26, DEH-27 and DEH-28</i> Description: 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.</p>	<p><b>DEH-27</b> <b>Oral Pathology</b> 2.50 Units CSU <i>Prerequisite: DEH-10B and DEH-19</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26 and DEH-28</i> Description: 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. 45 hours lecture.</p>
<p><b>DEH-24</b> <b>Ethics</b> 1 Unit CSU <i>Prerequisite: DEH-10B and DEH-19DE</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-25, DEH-26, DEH-27 and DEH-28</i> Description: 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.</p>	<p><b>DEH-28</b> <b>Basic and Applied Pharmacology</b> 2 Units CSU <i>Prerequisite: DEH-10B and DEH-19</i> <i>Limitation on enrollment: Enrollment in the Dental Hygiene Program</i> <i>Corequisite: DEH-20A, DEH-21, DEH-22, DEH-23, DEH-24, DEH-25, DEH-26 and DEH-27</i> Description: 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.</p>

**DEH-30A****Clinical Dental Hygiene #3****3.50 Units**

CSU

*Prerequisite: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-31, DEH-32, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37*

Description: 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. (Pass/No Pass only)

**DEH-30B****Clinical Dental Hygiene #4****1 Unit**

CSU

*Prerequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37**Limitation on enrollment: Enrollment in the Dental Hygiene Program*

Description: 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. (Pass/No Pass only.)

**DEH-31****Clinical Seminar #2****1 Unit**

CSU

*Prerequisite: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-30A, DEH-32, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37*

Description: 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****3 Units**

CSU

*Prerequisite: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-30A, DEH-31, DEH-33, DEH-34, DEH-35, DEH-36 and DEH-37*

Description: 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. 40 hours lecture and 45 hours laboratory.

**DEH-33****Periodontology****1 Unit**

CSU

*Prerequisite: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-30A, DEH-31, DEH-32, DEH-35, DEH-34, DEH-36 and DEH-37*

Description: 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 Ed #1****1 Unit**

CSU

*Prerequisite: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-35, DEH-36 and DEH-37*

Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. The student is introduced to a continuation of dental health education as it relates to evidenced-based decision-making skills in community settings. Emphasis is placed on the role of the dental health educator. 18 hours lecture

**DEH-35****Community Dental Health Education Practicum #1****1 Unit**

CSU

*Prerequisite: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-36 and DEH-37*

Description: 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: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-35 and DEH-37*

Description: 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: DEH-20B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-30A, DEH-31, DEH-32, DEH-33, DEH-34, DEH-35 and DEH-36*

Description: 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: DEH-30B**Limitation on enrollment: Enrollment in the Dental Hygiene Program.**Corequisite: DEH-41, DEH-42, DEH-43, DEH-44, DEH-45 and DEH-46*

Description: 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. (Pass/No Pass only.)

**DEH-41****Clinical Seminar #3****1 Unit**

CSU

*Prerequisite: DEH-30B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-40, DEH-42, DEH-43, DEH-44, DEH-45 and DEH-46*

Description: 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: DEH-30B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-40, DEH-41, DEH-43, DEH-44, DEH-45 and DEH-46*

Description: 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: DEH-30B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-40, DEH-41, DEH-42, DEH-44, DEH-45 and DEH-46*

Description: 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: DEH-30B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-40, DEH-41, DEH-42, DEH-43, DEH-45 and DEH-46*

Description: This course is designed to meet the state and national accreditation requirements for an approved Dental Hygiene Program. This course is a continuation of dental health education with emphasis on the concepts and methods of prevention as they relate to the oral health of groups. Issues central to community dental health such as access to care, supply and demand, quality assurance, health financing, health policy and community program development are presented. 18 hours lecture.

**DEH-45****Community Dental Health Education Practicum #2****1 Unit**

CSU

*Prerequisite: DEH-30B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-40, DEH-41, DEH-42, DEH-43, DEH-44 and DEH-46*

Description: 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: DEH-30B**Limitation on enrollment: Enrollment in the Dental Hygiene Program**Corequisite: DEH-40, DEH-41, DEH-42, DEH-43, DEH-44 and DEH-45*

Description: 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****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

## EARLY CHILDHOOD EDUCATION

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**EAR-19****Observation and Assessment in Early Childhood Education****3 Units**

(C-ID: ECE 200)

CSU

*Prerequisite: None.*

Description: 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**

(C-ID: CDEV 100)

UC, CSU

*Prerequisite: None*

Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture.

**EAR-23****Family Home Child Care Program****3 Units**

CSU

*Prerequisite: None.*

Description: Meets 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**

(C-ID: ECE 130)

CSU

*Prerequisite: None*

Description: 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**

(C-ID: ECE 230)

UC, CSU

*Prerequisite: None*

Description: Examines 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. 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**

(C-ID: ECE 220)

CSU

*Prerequisite: None.*

Description: 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**

(C-ID: ECE 120)

CSU

*Prerequisite: None*

Description: 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. 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**

(C-ID: ECE 210)

CSU

*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42*

Description: 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-33****Infant and Toddler Development****3 Units**

CSU

*Prerequisite: None*

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

**EAR-34****Infant and Toddler Care and Education****3 Units**

CSU

*Prerequisite: None*

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

**EAR-35****Practicum in Infant and Toddler Care****3 Units**

CSU

*Prerequisite: EAR-20**Advisory: EAR-33 and EAR-34*

Description: 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. Work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units is required. 36 hours lecture and 54 hours laboratory (TBA option)

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

CSU

*Prerequisite: None.*

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

**EAR-40****Introduction to Children with Special Needs****3 Units**

CSU

*Prerequisite: None*

Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only.)

**EAR-41****Practicum in Early Intervention/Special Education****4 Units**

CSU

*Prerequisite: EAR-20, EAR-24, EAR-28, EAR-42**Advisory: EAR-40 or EAR-46*

Description: This course provides students with hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. It integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. 36 hours lecture and 108 hours laboratory. (TBA option)

**EAR-42****Child, Family, and Community****3 Units**

(C-ID: CDEV 110)

CSU

*Prerequisite: None.*

Description: An examination of the developing child in a societal context focusing on child, family, and the community with an emphasis on 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-19 EAR-20*

Description: 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 reasons children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.



**EAR-44****Administration I: Programs in Early Childhood Education****3 Units**

CSU

*Prerequisite:* EAR-20 and EAR-24 and EAR-28 and EAR-42

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

**EAR-45****Administration II: Personnel and Leadership in Early Childhood Education****3 Units**

CSU

*Prerequisite:* EAR-20 and EAR-24 and EAR-28 and EAR-42

Description: Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture. (Letter Grade only.)

**EAR-46****Curriculum and Strategies for Children with Special Needs****3 Units**

CSU

*Prerequisite:* None*Advisory:* EAR-40

Description: Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture.

**EAR-47****Childhood Stress and Trauma****3 Units**

CSU

*Prerequisite:* None

Description: This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short- and long-term effects that stress and trauma has on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. Outside observations required. 54 hours lecture.

**EAR-200****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

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## ECONOMICS

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**ECO-4****Introduction to Economics****3 Units**

UC, CSU

*Prerequisite:* None.

Description: 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 English 1A

Description: 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 (Same as POL-6)****3 Units**

UC, CSU

*Prerequisite:* None*Advisory:* REA-83 and qualification for English 1A

Description: 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**

(C-ID: ECON 202)

UC, CSU

*Prerequisite: MAT-52**Advisory: MAT-35 and qualification for ENG-1A*

Description: 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**

(C-ID: ECON 202)

UC, CSU

*Prerequisite: MAT-52**Advisory: MAT-35 and Qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

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

**ECO-8****Principles of Microeconomics****3 Units**

(C-ID: ECON 201)

UC, CSU

*Prerequisite: MAT-52**Advisory: MAT-35 and qualification for ENG-1A.*

Description: 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.

**ECO-8H****Honors Principles of Microeconomics****3 Units**

(C-ID: ECON 201)

UC, CSU

*Prerequisite: MAT-52**Advisory: MAT-35 and qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors program*

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

**EDUCATION****EDU-1****Introduction to Elementary Classroom Teaching****4 Units**

(C-ID: EDUC 200)

UC, CSU

*Prerequisite: None*

Description: This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. 54 hours lecture, 54 hours laboratory.

**EDU-51****Leadership Development Studies****3 Units**

CSU

*Prerequisite: None*

Description: 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.



## EMERGENCY MEDICAL SERVICES

Prior to acceptance into the EMT Program, students must first enroll into the Moreno Valley College and complete the enrollment requirements. (If you are already a Riverside Community College District student ID, you don't have to do this step) Attend or view the EMT program orientation and complete all the requirements prior to the start of class. Students must purchase a uniform and complete a background check, healthcare screening and have a valid American Heart Association Healthcare Provider level CPR card prior to the start of the program. The requirements will be explained in the orientation.

Prior to acceptance to the Paramedic Program, students must have the following: a valid EMT 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 one year and 1000 hours of paid or volunteer service as an EMT (50 percent of the experience must be in the prehospital setting,) and successful completion of BIO-45 (formerly 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-40 Emergency Medical Technician Continuing Education 1 Unit

*Prerequisite: None*

*Advisory: EMS 50 and 51 or a current EMT certification*

Description: This course is designed to provide the information required to fulfill the continuing education of the certified EMT in pre-hospital emergency medical care. This course meets the 24 hour refresher requirements of the state and local accreditation bodies. 16 hours lecture and 8 hours laboratory. (Letter grade only)

### EMS-50 Emergency Medical Technician 7 Units

*Prerequisite: None*

*Limitation on enrollment: American Heart Association CPR Certification, Healthcare Provider level, current throughout the length of the program. Must be 18 years of age. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program.*

*Corequisite: EMS-51*

Description: 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 pre-hospital emergency medical environment. 99 hours lecture and 81 hours laboratory.

### EMS-51 Emergency Medical Services-Basic Clinical/Field 1.50 Units

*Prerequisite: None*

*Limitation on enrollment: American Heart Association CPR*

*Certification (Healthcare Provider level) current throughout the length of the program. Must be 18 years of age. Student must purchase a uniform and complete a background check and healthcare screening prior to the start of the program*

*Corequisite: EMS-50*

Description: Provides supervised clinical practice in a wide variety of patient care activities in the care of the sick and injured. This course meets all state and national guidelines. 81 hours laboratory.

### EMS-59 Paramedic Preparation .50 Units

*Prerequisite: None*

Description: An overview of paramedic-level assessment skills combined with appropriate paramedic-level anatomy, physiology, and treatment relevant to the disease processes studied. 27 hours lab. (Letter grade only)

### EMS-60 Patient Assessment and Airway Management 4.50 Units

*Prerequisite: None*

*Limitation on enrollment: Acceptance into the EMS Paramedic Program*

*Corequisite: EMS-61 and EMS-62 and EMS-63*

Description: Enables Emergency Medical Technicians (EMTs) to refine 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. 54 hours lecture and 81 hours laboratory.

### EMS-61 Introduction to Medical Pathophysiology 3 Units

*Prerequisite: None*

*Limitation on enrollment: Acceptance into the Paramedic Program*

*Corequisite: EMS-60 and EMS-62 and EMS-63*

Description: Enables Emergency Medical Technicians (EMTs) to expand their understanding of disease and injury processes; reviews anatomy and physiology; introduces pathophysiology to assist the paramedic student in understanding disease and trauma processes. 54 hours lecture.

### EMS-62 Emergency Pharmacology 4 Units

*Prerequisite: None*

*Limitation on enrollment: Acceptance into the MVC Paramedic Program*

*Corequisite: EMS-60 and EMS-61 and EMS-63*

Description: Enables Emergency Medical Technicians (EMTs) to refine their pharmacology skills; prepares paramedic students to deal with basic pharmacology, pharmacokinetics, pharmacodynamics including calculation and administration of prehospital medications. 54 hours lecture and 54 hours laboratory.

### EMS-63 Cardiology 4 Units

*Prerequisite: None*

*Limitation on enrollment: Acceptance into the Paramedic Program*

*Corequisite: EMS-60 and EMS-61 and EMS-62*

Description: Enables Emergency Medical Technicians (EMTs) to expand their understanding of management of patients with cardiovascular emergencies, including treatment protocols, electrocardiogram interpretation (3-lead and 12-lead), pharmacology, and electrical therapy for patients in cardiac distress. 54 hours lecture and 54 hours laboratory.

**EMS-70****Trauma Management****3.50 Units***Prerequisite: EMS-60 and EMS-61 and EMS-62 and EMS-63**Limitation on enrollment: Acceptance into the Paramedic Program**Corequisite: EMS-71*

Description: Integration of the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the mechanism of injury. 45 hours lecture and 54 hours laboratory.

**EMS-71****Clinical Medical Specialty I****3 Units***Prerequisite: EMS-60 and EMS-61 and EMS-62 and EMS-63**Limitation on enrollment: Acceptance into the Paramedic Program**Corequisite: EMS-70*

Description: Application of theory and skills under supervision of health care professionals in a wide variety of settings involving patient care of the sick and injured. 162 hours laboratory.

**EMS-80****Medical Emergencies****4.50 Units***Prerequisite: EMS-70 and EMS-71**Limitation on enrollment: Acceptance into the Paramedic Program**Corequisite: EMS-81 and EMS-82 and EMS-83*

Description: Preparation 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. 63 hours lecture and 54 hours laboratory.

**EMS-81****Special Populations****4 Units***Prerequisite: EMS-70 and EMS-71**Limitation on enrollment: Acceptance into the Paramedic Program**Corequisite: EMS-80 and EMS-82 and EMS-83*

Description: 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. 54 hours lecture and 54 hours laboratory.

**EMS-82****Special Topics****3 Units***Prerequisite: EMS-70 and EMS-71**Limitation on enrollment: Acceptance into the Paramedic Program**Corequisite: EMS-80 and EMS-81 and EMS-83*

Description: Overview of issues and problems directly impacting the emergency provider, such as dealing with weapons of mass destruction, bioterrorism, urban terrorism threats and other topics and circumstances in an unpredictable environment. 36 hours lecture and 54 hours laboratory.

**EMS-83****Clinical Medical Specialty II****3 Units***Prerequisite: EMS-70 and EMS-71**Limitation on enrollment: Acceptance into the Paramedic Program**Corequisite: EMS-80 and EMS-81 and EMS-82*

Description: Supervised clinical practice under the supervision of health care professionals in a wide variety of situations involving patient care of the sick and injured in a hospital setting. 162 hours laboratory.

**EMS-90****Assessment Based Management****3 Units***Prerequisite: EMS-80 and EMS-81 and EMS-82 and EMS-83*

*Limitation on enrollment: Acceptance into the Paramedic Program and students are required to have the following cards: American Heart Association (AHA) CPR AHA Advanced Cardiac Life Support card, AHA Pediatric Advanced Life Support card, Geriatric Emergency Medical Services card, and Pre Hospital Advanced Life Support card*

*Corequisite: EMS-91*

Description: Prepares paramedic students to assess and make clinical and field judgments regarding the treatment of the ill or injured patient; Refines existing knowledge and skills. 36 hours lecture and 54 hours laboratory.

**EMS-91****Paramedic Field Internship****10 Units***Prerequisite: EMS-80 and EMS-81 and EMS-82 and EMS-83**Limitation on enrollment: Acceptance into the Paramedic Program**Corequisite: EMS-90*

Description: Capstone course of the Paramedic Program; Field training under the supervision of an approved preceptor to develop skills needed for certification as a Paramedic, including medical histories; physical examinations, patient management and supportive care of the sick injured in a field setting. 540 hours of laboratory.

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## ENGLISH

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Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H or 1B or 1BH at Moreno Valley College will meet this requirement.

**ENG-1A****English Composition****4 Units**

(C-ID: ENGL 100)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or qualifying placement level*

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab 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**

(C-ID: ENGL 100)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or qualifying placement level**Limitation on enrollment: Enrollment in the Honors Program*

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates writing lab activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1B****Critical Thinking and Writing****4 Units**

(C-ID: ENGL 105 and ENGL 110)

UC, CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: 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 lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1BH****Honors Critical Thinking and Writing****4 Units**

(C-ID: ENGL 105 and ENGL 110)

UC, CSU

*Prerequisite: ENG-1A or ENG-1AH**Limitation on enrollment: Enrollment in the Honors Program*

Description: Building on the rhetorical skills learned in ENG 1A or 1AH, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-4****Writing Tutor Training****2 Units**

CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option)

**ENG-6****British Literature I: Anglo-Saxon through Eighteenth Century****3 Units**

(C-ID: ENGL 160)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-7****British Literature II: Romanticism through Modernism/ Post-Modernism****3 Units**

(C-ID: ENGL 165)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: 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-9****Introduction to Shakespeare****3 Units**

UC, CSU

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

Description: A survey of Shakespeares 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 ENG-1BH*

Description: Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres, or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-11****Creative Writing****3 Units**

(C-ID: ENGL 200)

UC, CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-14****American Literature I: Pre-Contact through Civil War****3 Units**

(C-ID: ENGL 130)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: 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**

(C-ID: ENGL 135)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: 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 Linguistics 3 Units**

UC, CSU

*Prerequisite: None**Advisory: Qualification for English 1A*

Description: 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 ENG-1BH*

Description: 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 ENG-1BH and REA-83*

Description: 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 ENG-1BH*

Description: 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-30****Children's Literature 3 Units**

(C-ID: ENGL 180)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: 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 ENG-1BH*

Description: 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**

(C-ID: ENGL 140)

UC, CSU

*Prerequisite: ENG-50 or ENG-80**Advisory: ENG-1B or ENG-1BH*

Description: Significant works of world literature from Ancient literatures to the Seventeenth 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**

(C-ID: ENGL 145)

UC, CSU

*Prerequisite: ENG-50 or ENG-80**Advisory: ENG-1B or ENG-1BH*

Description: 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-48****Short Story and Novel from the Twentieth Century to the Present 3 Units**

UC, CSU

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

Description: 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 60 or ENG 70 or ESL-55**Advisory: REA-82 or qualifying placement level*

Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter Grade only.)

**ENG-60A****English Fundamentals: Sentence to Paragraph****4 Units***Prerequisite: None*

Description: Develops students' writing, active-reading, and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. 72 hours lecture and 18 hours laboratory. (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*

Description: Develops the students basic-level writing, active reading, and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-70****Composition Fundamentals****4 Units***Prerequisite: None.*

Description: Prepares students by developing skills in grammar, usage, composition, and the writing process. This course serves students who desire more practice with pre-collegiate level reading and writing before taking ENG-50. Students will write a minimum of 5,000 words. 72 hours lecture and 18 hours laboratory. (Pass/No-Pass only)

**ENG-80****Preparatory Composition****6 Units***Prerequisite: None*

Description: 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 is supplemented by writing lab 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*

Description: Presents the essential skills of the process for writing a research paper. Students learn and practice process and skills for determining an academic research question; conducting library and Internet research; planning the research paper; organizing the research material; defining a thesis statement; drafting; critiquing peers' papers; using academic formatting; and preparing a final document. 18 hours lecture. (Non-degree credit course. Pass/No Pass only)

**ENG-91****Academic Support for English 1A****2 Units***Prerequisite: None**Corequisite: ENG-1A*

Description: Limited to students concurrently enrolled in the co-requisite English 1A class, English 91 provides students with additional support for college-level English. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. 36 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*

Description: Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-52****Low-intermediate Writing and Grammar****4 Units***Prerequisite: ESL-51 or Qualifying placement level on a state-approved placement instrument*

Description: Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-53****Intermediate Writing and Grammar****4 Units***Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-52*

Description: Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-54****High-intermediate Writing and Grammar****5 Units**

UC\*, CSU

*Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-53*

Description: Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

**ESL-55****Advanced Writing and Grammar****5 Units**

UC\*, CSU

*Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-54*

Description: Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

**ESL-65****American Classroom Culture****1 Unit***Prerequisite: None*

Description: 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. (Degree credit course. Pass/No Pass only.)

**ESL-71****Basic Reading and Vocabulary****4 Units***Prerequisite: None**Advisory: ESL-51 or ESL-52 or qualifying placement level on a state-approved placement instrument*

Description: Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-72****Intermediate Reading and Vocabulary****4 Units***Prerequisite: None**Advisory: ESL-71 and ESL-53 or ESL-54*

Description: Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-73****High Intermediate Reading and Vocabulary****4 Units***Prerequisite: None**Advisory: ESL-72 and ESL-53 or ESL-54 or ESL-55 or qualifying placement level on a state-approved placement instrument*

Description: Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-90D****Special Topics in ESL: Verb Tense Review****2 Units***Prerequisite: None**Advisory: Qualification for or enrollment in ESL 54 or higher*

Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90L****Special Topics in English as a Second Language: Punctuation of Phrases and Clauses****2 Units***Prerequisite: None**Advisory: Qualification for or enrollment in ESL 53 or higher*

Description: Provides students with the conventions of punctuation use in American English. Enhances the students competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90M****Special Topics in English as a Second Language: Articles and Prepositions****2 Units***Prerequisite: None**Advisory: Qualification for or enrollment in ESL 53 or higher*

Description: Provides students with basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90P****Special Topics in ESL: Mastering Academic Vocabulary****2 Units***Prerequisite: None**Advisory: ESL-53 or higher*

Description: Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-degree credit course. Pass/No Pass)

**ESL-91****Oral Skills I: Beginning Oral Communication****3 Units***Prerequisite: None**Advisory: Concurrent enrollment in ESL 51 or 52*

Description: 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: ESL-91 and concurrent enrollment in ESL 53 or 54*

Description: 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: ESL-92 and concurrent enrollment in ESL 54, 55 or ENG-50*

Description: 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.)

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## ETHNIC STUDIES

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Ethnic Studies is the multi-disciplinary, humanistic study of American racial and ethnic groups. Ethnic Studies courses may examine theories of identity and/or the historical, sociological, literary, cultural, economic, and political forces that emanate from a perspective of race and racism in America. These forces, traditions, and experiences affecting African Americans, Asian Americans, Chicanos, Latinos, Mexican Americans, Native Americans, and other ethnic minorities provide a cultural framework to study how race, ethnicity, and inequality in America have affected and continued to affect the American way of life.

ANT-4 - Native American Cultures

ANT-5 - Native Peoples of Mexico

ENG-20 - Survey of African American Literature

ENG-25 - Latino Literature of the United States

HIS-14 - African American History I

HIS-15 - African American History II

HIS-31 - Introduction to Chicano/a Studies

SOC-10 - Race and Ethnic Relations

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## FILM STUDIES

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**FST-1****Introduction to Film Studies 3 Units**

UC, CSU

*Prerequisite: None**Advisory: Eligibility for ENG-1A*

Description: An introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-3****Introduction to International Cinema 3 Units**

UC, CSU

*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to international cinema, focusing upon select films, filmmakers, and national cinemas from outside the United States, ranging from films earliest decades to the present. Films, filmmakers, and national cinemas are studied in relation to questions of artistry, history, genre, style, culture, and politics. Includes an overview of methodologies for analyzing and researching film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-4****Introduction to Film Genres 3 Units**

UC, CSU

*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to classical and contemporary film genres, such as the crime film or the musical, within American and international film. Investigates their origins and evolutions, recognizing their role within creative and social expression, and examining their technical and thematic conventions. Includes a survey of representative film genres, movements and styles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-5****Fiction and Film: Adaptation 3 Units**

UC, CSU

*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: 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 fiction and/or literary non-fiction adapted into film. Examples of literature and film are used to explore adaptation as a creative process. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)



## FIRE TECHNOLOGY

### FIT-1

#### Fire Protection Organization

3 Units

(C-ID: FIRE 100X)

CSU

*Prerequisite: None.*

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

### FIT-2

#### Fire Behavior and Combustion

3 Units

(C-ID: FIRE 140X)

CSU

*Prerequisite: None*

Description: 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

(C-ID: FIRE 120X)

CSU

*Prerequisite: None*

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

### FIT-4

#### Building Construction for Fire Protection

3 Units

(C-ID: FIRE 130X)

CSU

*Prerequisite: None*

Description: 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

(C-ID: FIRE 110X)

CSU

*Prerequisite: None*

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

### FIT-7

#### Principles of Fire and Emergency Services Safety and Survival

3 Units

CSU

*Prerequisite: None.*

Description: 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-C19B

#### Intermediate Wildland Fire Behavior(S-290)

1 Unit

*Prerequisite: None*

Description: This intermediate course is designed to provide the student with wild land fire behavior knowledge applicable for safe and effective wild land fire management activities. This course introduces students to characteristics and interaction of the wild land fire environment (fuels, weather and topography)that affects wild land fire behavior for safety purposes 16 hours lecture and 16 hours laboratory. (Letter Grade, Pass/No Pass option.)

### FIT-C30

#### Intermediate Incident Command System (I-300)

.50 Units

*Prerequisite: None*

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

### FIT-CFO3A

#### Human Resources Management Chief Fire Officer

1.50 Units

*Prerequisite: None*

*Advisory: FIT-CO2A or Company Officer certification*

Description: Designed to provide students with knowledge of the human resource requirements related to the roles and responsibilities of a Chief Fire Officer including developing plans for employee accommodations, developing hiring procedures, establishing personnel assignments, and developing a measurable accident and injury program. State Fire Marshal Chief Officer course. 28 hours lecture. (Letter Grade or Pass/No Pass Option) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

### FIT-CFO3B

#### Budget and Fiscal Responsibilities Chief Fire Officer

1 Unit

*Prerequisite: None*

*Advisory: FIT-CO2B or Company Officer certification*

Description: Designed to provide information on the roles and responsibilities of budgeting for a Chief Fire Officer including developing a budget management system, developing a division or department budget and describing the process for ensuring competitive bidding. State Fire Marshal Chief Officer course. 20 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-CFO3C****General Administration Functions Chief Fire Officer 1 Unit***Prerequisite: None**Advisory: FIT-CO2B or Company Officer certification*

Description: This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the Authority Having Jurisdiction. State Fire Marshal Chief Officer course. 24 hours lecture. (Letter Grade or Pass/No Pass Option) (Optional State Fire Marshal certification fee: \$80.00. Completion of this does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-CFO3D****Emergency Service Delivery Responsibilities 1 Unit***Prerequisite: None**Advisory: FIT-CO2D or Company Officer Certification*

Description: This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire services resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting post-incident analysis, and maintaining incident records. State Fire Marshal Chief Officer Course. 24 Hours Lecture (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-CO2A****Human Resource Management 2 Units***Prerequisite: None*

Description: Designed to provide information for Company Officers on the use of human resources to accomplish assignments, evaluate members performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. State Fire Marshal Company Officer course. 40 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-CO2B****General Administrative Functions 1 Unit***Prerequisite: None*

Description: Designed to provide information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. State Fire Marshal Company Officer course. 20 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-CO2C****Fire Inspections and Investigations 2 Units***Prerequisite: None*

Description: Designed to provide information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence. State Fire Marshal Company Officer course. 40 hours lecture (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-CO2D****All Risk Command Operations 1 Unit***Prerequisite: None**Advisory: FIT-COH1 and FIT-S3*

Description: Designed to provide information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis. State Fire Marshal Company Officer course. 20 hours lecture and 20 hours lab. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-CO2E****Wildland Incident Operations 1.50 Units***Prerequisite: None**Advisory: FIT-C19B*

Description: Designed to provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources to suppress a wildland fire, establish an incident command post and completing incident records and reports. State Fire Marshal Company Officer course. 28 hours lecture and 12 hours laboratory. (Letter Grade or Pass/No Pass option.) (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-COH1****Hazardous Materials Incident Commander .50 Units***Prerequisite: None.**Advisory: Certification in Hazardous Materials First Responder Operational or equivalent.*

Description: Designed to provide the tools a person needs to assume control of an emergency response to a hazardous materials incident. It focuses on how to assess hazards, manage risk, comply with legal requirements and implement protective actions. Instructional methods include class activities, case studies and table top exercises with emphasis on hands-on decision-making. Certification through California Specialized Training Institute. 16 hours lecture. (Letter Grade or Pass/No Pass option.) (Optional State certification fee: \$7.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-E2A****First Responder Medical 2 Units***Prerequisite: None.*

Description: 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-INS1****Instructor I****1.50 Units***Prerequisite: None*

Description: Course is based on current National Fire Protection Association (NFPA) Standards which include NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-INS2****Instructor II****1.50 Units**

*Prerequisite: FIT-INS1 or equivalent (Note: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.)*

Description: Course from the California Fire Services Training and Education System based on current National Fire Protection Association (NFPA) Standards which include NFPA 1041, Standard for Fire Instructor Professional Qualifications (2012). 24 hours lecture and 16 hours laboratory. (Optional State Fire Marshal certification fee: \$80.00. Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-M20****Personal Philosophy-Leadership****2.50 Units***Prerequisite: None*

Description: This course will introduce the California Public Safety Leadership Certificate Program, providing the participants 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. 45 hours lecture.

**FIT-M21****Leading Others Ethically****2.50 Units***Prerequisite: None*

Description: This course is the second in the International Public Safety Leadership and Ethics Institute Program. This course is designed to provide the student with the knowledge, skills, and abilities to effectively and ethically lead others. The student will explore various aspects of exercising ethical leadership as they relate to team building, delegating, facilitating conflict resolution, coaching, and mentoring. The student will also gain an understanding of communication processes, empowerment, and leading in an ever-changing and diverse environment. The student will explore various theories of leadership, including situational leadership, transformation leadership, net-centric, and servant leadership. 45 hours lecture..

**FIT-M22****Ethical Leadership in Organizations****2.50 Units***Prerequisite: None*

Description: This course is the third in the continuing series of the International Public Safety Leadership and Ethics program. The student will explore the leadership process and the leader-follower relationship within organizational settings. Additionally, the influence of organizational culture, values, and contemporary societal issues on leadership effectiveness will be explored as well as the concepts of organizational health, defenses, and change. Students will also explore how a person exercising leadership moves an organization from vision to action 45 hours of lecture.

**FIT-M23****Ethics and the Challenge of Leadership****2.50 Units***Prerequisite: None*

Description: This course is the fourth and final course in the program of the International Public Safety Leadership and Ethics program. The student will correlate personal core values and characteristics to complex ethical decisions and behaviors. In addition, the student will explore ethical and principle-centered leadership, including ethical systems, ethical dilemmas, and ethical decision-making models. The student will also examine challenges and develop strategies for exercising leadership in agency's serving diverse and dynamic communities. 45 hours lecture. (Pass/No Pass option)

**FIT-S3****Basic Fire Fighter Academy****19 Units***Prerequisite: FIT-1 and FIT-S3A*

*Advisory: ENG-50, MAT-52, 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, and California Emergency Medical Technician Basic Certification*

Description: Provides individuals with the knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks. Tasks include basic rescue operations, auto extrication, basic fire suppression, fire prevention, fire investigation, Incident Command System (ICS), hazardous materials, and tool selection and identification. Students will also learn to use, inspect and maintain various types of firefighting 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 Firefighter I. 235 hours lecture and 325 hours laboratory. (Optional State Certificate fee: \$329.60)

**FIT-S3A****Introduction to Fire Academy and Physical Conditioning for Fire Academy Students****1.50 Units***Prerequisite: None*

*Limitation on enrollment: Enrollment in this course is contingent upon acceptance into the Basic Fire Academy*

Description: 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. 24 hours lecture and 24 hours laboratory.

**FIT-S3B****Firefighter I Academy Skills Review and Certification 1.50 Units***Prerequisite: None**Advisory: FIT-S3 (Note: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.)*

Description: Reinforces, combines, and integrates the skills learned in the basic fire academy in accordance with the State Fire Marshal (SFM) Firefighter I curriculum. Successful completion of this course provides the student with the opportunity to become certified as a firefighter in the State of California and outside of California with those states that offer reciprocity. This course will meet the certification standards outlined by California State Fire Marshals 2013 FFI Certification Training Standard. 12 hours lecture and 36 hours laboratory. (Pass/No pass only.) (Completion of this course does not ensure certification from the State Fire Marshal for non-sworn personnel.)

**FIT-S21****Public Safety Honor Guard Academy 1.50 Units***Prerequisite: None*

Description: 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. (Letter grade only)

**FIT-200****Fire Technology 1-4 Units**  
CSU\**Prerequisite: None**Advisory: Students should have paid or voluntary employment*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

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## GEOGRAPHY

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**GEG-1****Physical Geography 3 Units**

(C-ID: GEOG 110)

UC, CSU

*Prerequisite: None*

Description: The interacting physical processes of air, water, land, and life that 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**

(C-ID: GEOG 110)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program.*

Description: 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**

(C-ID: GEOG 111)

UC, CSU

*Prerequisite: None**Corequisite: GEG-1DE or GEG-1H*

Description: 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**

(C-ID: GEOG 120)

UC, CSU

*Prerequisite: None.*

Description: 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**

(C-ID: GEOG 125)

UC, CSU

*Prerequisite: None.*

Description: 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-7****Map Interpretation and Analysis 3 Units**

(C-ID: GEOG 150)

UC, CSU

*Prerequisite: None.*

Description: Introduction to maps, images and geographic techniques. Techniques include map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing and Geographic Information Systems (GIS) that aid in data collection, analysis and presentation. 54 hours lecture.



**GEG-8**  
**Introduction to Geographic Information Systems and Techniques, with Lab** **3 Units**

(C-ID: GEOG 155)

UC, CSU

*Prerequisite: None*

Description: Study of Geographic Information Systems (GIS) science and its applications to spatial data management, including identification and acquisition of GIS data, assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning systems (GPS), spatial analysis, and modeling with GIS. 36 hours lecture and 54 hours laboratory.

## GUIDANCE

**GUI-45**  
**Introduction to College** **1 Unit**

UC\*, CSU

*Prerequisite: None*

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

**GUI-46**  
**Introduction to the Transfer Process** **1 Unit**

UC\*, CSU

*Prerequisite: None.*

Description: Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**GUI-47**  
**Career Exploration and Life Planning** **3 Units**

UC\*, CSU

*Prerequisite: None*

Description: In depth career and life planning; topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

**GUI-48**  
**College Success Strategies** **2 Units**

UC\*, CSU

*Prerequisite: None*

Description: 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**

UC, CSU

*Prerequisite: None*

Description: 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. 18 hours lecture. (Letter Grade, or Pass/No Pass option)

## HEALTH SCIENCE

**HES-1**  
**Health Science** **3 Units**

(Same as BIO-35)

UC, CSU

*Prerequisite: None*

Description: This course is a general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

## HEALTHCARE TECHNICIAN

**HET-79**  
**Intro Health Care Careers** **2 Units**

*Prerequisite: None.*

Description: Provides overview of healthcare careers and educational requirements. Explores professional options and focuses on basic skills competencies required in all health care professions.

## HISTORY

**HIS-1**  
**History of World Civilizations 1** **3 Units**

(C-ID: HIST 150)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID: HIST 160)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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 I****3 Units**

(C-ID: HIST 170)

UC, CSU

*Prerequisite: None*

Description: A survey of the historical development of Western societies major social, political, and economical ideas and institutions from their origins in the ancient Middle East, Greece and Rome, through European Middle Ages, to the Protestant and Catholic Reformations. 54 hours lecture.

**HIS-5****History of Western Civilization II****3 Units**

(C-ID: HIST 180)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID: HIST 130)

UC, CSU

*Prerequisite: None*

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

**HIS-6H****Honors Political and Social History of the United States****3 Units**

(C-ID: HIST 130)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A**Limitation on enrollment: Enrollment in Honors Program*

Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture.

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

(C-ID: HIST 140)

UC, CSU

*Prerequisite: None*

Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. 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**

(C-ID: HIST 140)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-7 and HIS-7H 54 hours lecture.

**HIS-11****Military History of the United States to 1900****3 Units****(Same as MIL-1)**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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.

**HIS-14****African American History I****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socio-cultural aspects of African civilizations in Ancient 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 ante-bellum periods through the Civil War and Emancipation. 54 hours lecture.

**HIS-15**  
**African American History II** 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

Description: 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*

Description: 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 Alexanders conquest. 54 hours lecture.

**HIS-22**  
**History of Ancient Rome** 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: Qualification for ENG-1A*

Description: An overview of Roman history and civilization from the legendary founding of Rome in 753 BCE to the collapse of the Roman Empire's central administration in the West in 476 CE. 54 hours lecture.

**HIS-26**  
**History of California** 3 Units

UC, CSU

*Prerequisite: None*

Description: A survey of the 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/a Studies** 3 Units

UC, CSU

*Prerequisite: None*

Description: This course is a survey of regional Chicano/a population historical and cultural roots, and social problems from the Spanish and Mexican colonial period 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/a problems. Considers the Constitution of the United States and its relevance to Chicanos as Americas second largest minority group. 54 hours lecture.

**HIS-34**  
**History of Women in America** 3 Units

UC, CSU

*Prerequisite: None*

Description: 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 recommended*

Description: 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, the Norman Invasion, the Tudor and Stuart reigns, the age of Enlightenment, and modern England. 54 hours lecture.

## HOMELAND SECURITY

**HLS-1**  
**Introduction to Homeland Security** 3 Units

CSU

*Prerequisite: None*

Description: This course is designed to introduce students to a comprehensive overview of homeland security from an all-hazard, multi-disciplinary 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 lecture hours.

**HLS-2**  
**Preparedness for Emergencies, Disasters and Homeland Security Incidents** 3 Units

CSU

*Prerequisite: HLS-1*

Description: 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*

Description: 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*

Description: 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*

Description: 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*

Description: 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.*

Description: 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.*

Description: 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.*

Description: An introductory course that familiarizes students with the basic concepts and skills of case management. 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*

Description: 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*

Description: An introduction to the theory and dynamics of group interaction including psycho-educational, 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*

Description: 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.*

Description: 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*

Description: 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  
CSU*Prerequisite: None.*

Description: 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*

Description: 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.*

Description: 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-20****Medical Social Work** 3 Units  
CSU*Prerequisite: None*

Description: An introduction to the principles of a career in social work and social sciences based fields. This course spans the spectrum from early efforts in healthcare to contemporary healthcare reform. Provides a definition for social work practice in health care settings and develops the reader knowledge, skill and value base necessary for effective healthcare practice. Emphasis is on the importance of being attentive to the needs of both the patient and organization, ethical obligations and trends in healthcare policy. 54 hours lecture.

**HMS-21****Justice System Studies - Forensic Social Work** 3 Units  
CSU*Prerequisite: None*

Description: An introductory course on the principles of forensic social work. Emphasis given on a foundation for developing knowledge, skills and abilities related to a pathway of understanding forensic social work. 54 hours lecture.

**HMS-23****Careers in Social Work - Law and Ethics** 3 Units  
*Prerequisite: None*

Description: An introduction to the principles of law and ethics on the career pathway of social work practice. Emphasis is on legal and ethical issues affecting social work practitioners and integrates the values of the NASW- Code of Ethics and current BBS requirement and standards. 54 hours lecture.

**HMS-24****Careers in Social Work - Self-Care for Human Services Professionals** 3 Units  
*Prerequisite: None**Prerequisite: None*

Description: An introduction to the principles of self-care for individuals on the career pathway of human services/social work. Emphasis is on a theoretical overview of symptomology, personal, social and professional stress factors associated with career burnout for helping practitioners to develop effective self-care practices and activities that support career longevity and work/life balance. 54 hours lecture.

**HMS-25****Careers in Social Work - Crisis-Intervention Management** 3 Units  
*Prerequisite: None**Prerequisite: None*

Description: An introduction to the principles of crisis-intervention management. Study of treating child maltreatment, adolescent crises, and intimate partner violence. Emphasis on developing knowledge, skills and abilities to respond accordingly to crisis situations on the career pathway of human services and social work. 54 hours lecture.

**HMS-26****Careers in Social Work - Trauma-Focused Counseling** 3 Units  
*Prerequisite: None**Prerequisite: None*

Description: An introduction to the principles of counseling individuals that have experienced trauma, generational trauma, and community trauma. Emphasis on developing knowledge, skills and abilities to implement effective trauma treatment on the career pathway of human services and social work. 54 hours lecture.

**HMS-27****Careers in Social Work - Multi-Cultural Counseling** 3 Units  
*Prerequisite: None**Prerequisite: None*

Description: Introduction to the principles of multicultural counseling on the career pathway of human services/social work. Emphasis on developing knowledge, skills and abilities to utilize culturally appropriate counseling techniques. 54 hours lecture.

**HMS-28****Careers in Social Work - Military Social Work** 3 Units  
*Prerequisite: None**Prerequisite: None*

Description: An introduction to the principles, theories and practices on the career pathway of military social work. An overview is given of the unique culture of military families, their resilience, and the challenges of military life. Emphasis is on family studies and family psychology of serving those in the U.S. Armed Forces. 54 hours lecture.

**HMS-29****Careers in Social Work - Introduction to Careers in Social Work** 3 Units  
*Prerequisite: None**Prerequisite: None*

Description: An introduction to the career pathways of human services and social work. Emphasis is on understanding the educational steps to achieve success along the pathway and developing an understanding of the many fields of practice in human services and social work. 54 hours lecture. (Letter grade only)

**HMS-34****Behavioral Therapist - Counseling Emotionally Disabled Students** 3 Units  
*Prerequisite: None**Prerequisite: None*

Description: An introduction to the principles of counseling emotionally disabled students. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

**HMS-35****Behavioral Therapist - Counseling Students with a Learning Disability 3 Units***Prerequisite: None*

Description: An introduction to the principles of counseling students with a learning disability. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

**HMS-36****Behavioral Therapist - Counseling Families of Special Needs Youth 3 Units***Prerequisite: None*

Description: An introduction to the principles of counseling families of special needs youth. Study of understanding how parents and families are impacted by children with disabilities and in supporting the family system through counseling. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

**HMS-37****Behavioral Therapist - Counseling of Clients with Disabilities 3 Units***Prerequisite: None*

Description: An introduction to the principles of counseling clients with disabilities. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

**HMS-38****Behavioral Therapist - Introduction to Applied Behavioral Analysis 3 Units***Prerequisite: None*

Description: An introduction to the principles of Applied Behavioral Analysis (ABA Therapy). Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

**HMS-39****Behavioral Therapist - Introduction to Special Education and the IEP (Individualized Education Program) 3 Units***Prerequisite: None Course Credit Recommendation: Degree Credit*

Description: An introduction to the principles of working with special needs children in the school-based system and the IEP (Individualized Education Program) process. Emphasis is on integrity in practice and development of knowledge, skills and values. Bridges the career pathway to working with clients with disabilities. 54 hours lecture.

**HMS-41****Family Studies - Counseling Victims of Domestic Violence 3 Units***Prerequisite: None*

Description: An introduction to counseling survivors of domestic violence along the career pathway of human services and social work. Emphasis is on developing knowledge, skills and abilities necessary when working with domestic violence survivors. 54 hours lecture. (Letter grade)

**HMS-42****Family Studies - Counseling in Foster Care 3 Units***Prerequisite: None*

Description: An introduction to the principles of counseling at-risk children, youth and families in foster care. Emphasis on developing knowledge, skills and abilities related to implementing counseling services in child welfare. 54 hours lecture.

**HMS-43****Family Studies - Counseling in Gerontology 3 Units***Prerequisite: None*

Description: An introduction to the principles of geriatric counseling. Emphasis on developing knowledge, skills and abilities necessary when working with older adults. Application of theoretical frameworks for geriatric counseling as well as an understanding of how the developmental stage impacts the client and counseling process. 54 hours lecture.

**HMS-44****Justice System Studies - Counseling Youth in Gangs 3 Units***Prerequisite: None*

Description: An introductory course on the pathway of counseling youth in gangs. Emphasis is on the development of knowledge, skills and abilities related to implementing counseling services to this population within individual and group settings. 54 hours lecture.

**HMS-45****Justice System Studies - Counseling Youth on Probation 3 Units***Prerequisite: None*

Description: An introductory course on the pathway of counseling youth on probation. Emphasis on developing knowledge, skills and abilities related to implementing counseling services to youth on probation across the micro, mezzo, and macro continuum. 54 hours lecture.

**HMS-46****Justice System Studies - Counseling Adults on Parole 3 Units***Prerequisite: None*

Description: An introduction on the career pathway towards counseling adults on parole. Emphasis on developing knowledge, skills and abilities related to implementing counseling services to this population across the micro, mezzo, and macro continuum. 54 hours lecture.

**HMS-47****Counseling of Residential Treatment Clients 3 Units***Prerequisite: None*

Description: An introduction to the principles of counseling in prisons, probation, parole agencies, diversion programs, group homes, halfway houses, pre-release facilities and US jail environments. Emphasis on counseling of populations ranging from offenders to the para-professional; the young adults; addiction and substance abuse offenders to the sex offender, and victims. This is a comprehensive course that will challenge students and prepare them to control their personal feelings and in restoring order within group counseling context. 54 hours lecture. (Letter Grade only)

**HMS-48****Justice System Studies - Case Management Corrections 3 Units***Prerequisite: None*

Description: An introduction to the principles of case management skills within correctional facilities. Emphasis on developing knowledge, skills and abilities in the career pathway of the justice system. 54 hours lecture.

**HMS-49****Careers in Social Work - Counseling Athletes 3 Units***Prerequisite: None*

Description: An introduction to the principles of counseling athletes. Emphasis on helping student athletes become successful in the classroom, on the field, as well as in life and relationships. 54 hours lecture.

**HMS-69****Careers in Social Work- Entry Level Employment and Career Planning in Human Services 3 Units***Prerequisite: None*

Description: An introduction to the principles of career pathway planning with emphasis on entry level positions for paraprofessionals in social work and human services. Self-assessment including identifying one's skills and matching personality with work in human services careers. An intensive career investigation; Emphasis on developing practical knowledge, skills and abilities to acquire local, county, state-wide and federal certifications for entry level employment through long-term career planning. Decision making, goal setting and job search strategies. Resume writing and interviewing skills. This course is designed to assist those students considering careers in human services and the helping professions. 54 hours lecture.

**HMS-70****Social Work Administration Studies - Non-Profit Organizations 3 Units***Prerequisite: None*

Description: An introduction to the career pathway of managing non-profit organizations. Emphasis on the influence of policy on non-profit organizations and how to better navigate policy making and regulatory contexts by examining both management challenges and successes. 54 hours lecture.

**HMS-71****Social Work Administration Studies - Grant Writing 3 Units***Prerequisite: None*

Description: An introduction to the principles grant writing for research proposals and organizational funding. Emphasis on the planning, writing, and winning of grants. This course introduces students to the process of writing grants, forming grant budgets, how to format, polish, and submit grant proposals. 54 hours lecture.

**HMS-72****Social Work Administration Studies - Social Welfare Policy 3 Units***Prerequisite: None*

Description: An introduction to the principles of how social welfare policy impacts U.S. and global societies. Emphasis on U.S. border policy to U.S. government, child welfare, criminal justice, healthcare and social service policy. Overview of how globalization impacts social workers through its impact on technology, war trauma, and restorative justice. A heavy emphasis of this course is on finding sustainable social policy through an ecosystem and sustainable policy analysis framework. 54 hours lecture.

**HMS-73****Social Work Administration Studies - Administration in Social Work 3 Units***Prerequisite: None*

Description: An introduction to the principles of developing an understanding of the administration in social work career pathway. Emphasis on the foundation for developing knowledge, skills and abilities in the service area. 54 hours lecture.

**HMS-74****Social Work Administration Studies - Social Work Theory 3 Units***Prerequisite: None*

Description: An introduction to the principles of social work theory along the career pathway of administration in social work. Emphasis on how theory impacts and informs social work practice across a range of contexts and with different service user groups. Coverage includes: psychological theories, sociological theories, organizational theories, political theories and ideologies, and ethical and moral philosophies. 54 hours lecture.

**HMS-200****Human Services Work Experience 1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

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**HUMANITIES**

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**HUM-4****Arts and Ideas: Ancient World Through the Late Medieval Period 3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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 Late Medieval Period 3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A**Limitation on enrollment: Enrollment in Honors Program*

Description: 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. This 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: Renaissance through the Modern Era** 3 Units  
UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for English 1A*

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

**HUM-5H**

**Honors Arts and Ideas: The Renaissance through the Modern Era** 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for English 1A*

*Limitation on enrollment: Enrollment in Honors Program*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This 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 ENG-1BH and REA-83*

Description: A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

**HUM-10**

**World Religions** 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for English 1A*

Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

**HUM-10H**

**Honors World Religions** 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for English 1A*

*Limitation on enrollment: Enrollment in Honors Program*

Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. This Honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

**HUM-23**

**The Bible As Literature** 3 Units  
(Same as ENG-23)

UC, CSU

*Prerequisite: None*

*Advisory: ENG-1B or ENG-1BH and REA-83*

Description: 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 PHI-11 and REA-83 and qualification for ENG-1A*

Description: 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, 2H - History and Appreciation of Art**

**ENG-6, 7 - English Literature**

**ENG-14, 15 - American Literature**

**ENG-40, 41 - Masterpieces of World Literature**

**MUS-19, 19H, 20, 21 - Music History and Literature**

**Any Philosophy course**

**See also Humanities A.A. Degree requirements**

## INTERDISCIPLINARY STUDIES

### ILA-1

#### Introduction to Tutor Training

1 Unit

*Prerequisite:* None

*Advisory:* Qualification for ENG-1A

Description: 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 - 4 Units

*Prerequisite:* None

Description: 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

(C-ID: JOUR 110)

CSU

*Prerequisite:* None

*Advisory:* ENG-1A or ENG-1AH

Description: An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture.

### JOU-2

#### Intermediate Reporting/Newsriting

3 Units

(C-ID: JOUR 210)

CSU

*Prerequisite:* JOU-1

Description: This course is a continuation of the introductory news-writing/reporting courses and focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. It includes both on- and off-campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms. 54 hours lecture.

### JOU-7

#### Mass Communications

3 Units

(C-ID: JOUR 100)

UC, CSU

*Prerequisite:* None.

Description: Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture

### JOU-20A

#### Newspaper: Beginning

3 Units

(C-ID: JOUR 130)

CSU

*Prerequisite:* None

*Advisory:* ENG-1A or ENG-1AH and JOU-1 and PHO-8

Description: 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

Description: 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

Description: 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

Description: 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****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

**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** - Lockers are available for student use and students will supply their own locks.

### ACADEMIC COURSES

**KIN-4****Nutrition****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID: KIN 100)

UC, CSU

*Prerequisite: None.*

Description: This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture.

**KIN-12****Sport Psychology****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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-30****First Aid and CPR****3 Units**

(C-ID: KIN 101)

UC, CSU

*Prerequisite: None.*

Description: This course involves the theory and detailed demonstration of first aid care of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a National Safety Council Advanced First Aid certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR certificate. 54 hours lecture. A fee of \$20.00 for required certificates will be charged to the student and is not covered by BOGW3

**KIN-35****Foundation for Fitness and Wellness****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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. 36 hours lecture and 54 hours laboratory.

### ACTIVITY COURSES

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate of Science Degree.

**KIN-A40****Karate, Beginning****1 Unit**

UC\*, CSU

*Prerequisite: None*

Description: 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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A41****Karate, Intermediate****1 Unit**

UC\*, CSU

*Prerequisite: None**Advisory: KIN-A40*

Description: 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). 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)



**KIN-A46****Hatha Yoga, Beginning****1 Unit**

UC\*, CSU

*Prerequisite: None.*

Description: This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A47****Hatha Yoga, Intermediate****1 Unit**

UC\*, CSU

*Prerequisite: None**Advisory: KIN-A46*

Description: This course offers intermediate Hatha yoga exercises to improve students physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A64****Soccer****1 Unit**

UC\*, CSU

*Prerequisite: None*

Description: This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A75A****Walking for Fitness: Beginning****1 Unit**

UC\*, CSU

*Prerequisite: None*

Description: This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A75B****Walking for Fitness: Intermediate****1 Unit**

UC\*, CSU

*Prerequisite: None**Advisory: KIN-A75A*

Description: This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A81A****Physical Fitness, Beginning****1 Unit**

UC\*, CSU

*Prerequisite: None*

Description: 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 strength, muscular endurance, and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81B****Physical Fitness, Intermediate****1 Unit**

UC\*, CSU

*Prerequisite: None.*

Description: This course is designed to provide nutritional, cardiovascular, strength, flexibility and assessment concepts to enhance the personalized exercise program. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**KIN-A86****Step Aerobics****1 Unit**

UC\*, CSU

*Prerequisite: None*

Description: 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. 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*

Description: 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. 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*

Description: For students who have already taken Kinesiology 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 length of the aerobic segment. KIN-A83, A86, A87, and A88 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A89A****Beginning Body Sculpting****1 Unit**

UC\*, CSU

*Prerequisite: None*

Description: Students will develop muscular strength and endurance along with flexibility using a variety of hand weights, body bars, elastic bands and exercise balls. Emphasis is placed on safety and proper technique while training basic muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89B****Intermediate Body Sculpting****1 Unit**

UC\*, CSU

*Prerequisite: KIN-A89A*

Description: Students will increase and maintain their body development through core strength, resistance and endurance training, along with body sculpting techniques. Personal fitness plans will be developed and incorporated based on personal health and fitness. Emphasis is placed on safety, core strength and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89C****Advanced Body Sculpting****1 Unit**

UC\*, CSU

*Prerequisite: KIN-A89B*

Description: Students will develop personal and nutritional lifetime fitness goals and create a lifetime fitness plan. Muscular strength, cardiovascular endurance, flexibility and aerobic fitness will be developed and assessed. Emphasis will be placed on safety, proper body alignment and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

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## LIBRARY

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**LIB-1****Introduction to Information Literacy****1 Unit**

UC, CSU

*Prerequisite: None*

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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## MANAGEMENT

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**MAG-44****Principles of Management****3 Units**

CSU

*Prerequisite: None*

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

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

CSU

*Prerequisite: None.*

Description: An examination of ethical concerns including corporate, personal, global, environmental, public related issues ethics audits, and corporate social responsibility.

**MAG-51****Elements of Supervision****3 Units***Prerequisite: None.*

Description: Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-56****HRM: Human Resources Management****3 Units**

CSU

*Prerequisite: None.*

Description: Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-200****Management Work Experience****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

## MARKETING

- MKT-20**  
**Principles of Marketing** 3 Units  
CSU  
*Prerequisite:* None  
*Advisory:* BUS-10  
Description: 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  
Description: 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  
Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- MKT-42**  
**Retail Management** 3 Units  
CSU  
*Prerequisite:* None  
Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)
- MKT-200**  
**Marketing Work Experience** 1-4 Units  
CSU\*  
*Prerequisite:* None  
*Advisory:* Students should have paid or voluntary employment  
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

## MATHEMATICS

- MAT-1A**  
**Calculus I** 4 Units  
(C-ID: MATH 210 MATH 900S)  
UC\*, CSU  
*Prerequisite:* MAT-10 or qualifying placement level.  
Description: Functions, limits, continuity, differentiation, applications of the derivative and integration, the fundamental theorem of calculus and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade or Pass/No Pass option)
- MAT-1B**  
**Calculus II** 4 Units  
(C-ID: MATH 220 MATH 900S)  
UC, CSU  
*Prerequisite:* MAT-1A  
Description: Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)
- MAT-1C**  
**Calculus III** 4 Units  
(C-ID: MATH 230)  
UC, CSU  
*Prerequisite:* MAT-1B  
Description: Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture.
- MAT-2**  
**Differential Equations** 4 Units  
(C-ID: MATH 240)  
UC, CSU  
*Prerequisite:* MAT-1B  
Description: This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)
- MAT-3**  
**Linear Algebra** 3 Units  
(C-ID: MATH 250)  
UC, CSU  
*Prerequisite:* MAT-1B  
Description: This course examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformation and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-10****Precalculus****4 Units**

(C-ID: MATH 155)

UC\*, CSU

*Prerequisite: MAT-36 or qualifying placement level.*

Description: Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates, sequences and series. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-11****College Algebra****4 Units**

(C-ID: MATH 150)

UC\*, CSU

*Prerequisite: MAT-35 or qualifying placement level*

Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-12****Statistics****4 Units**

(C-ID: SOCI 125 MATH 110)

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level.*

Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-26****Math for Elementary School Teachers****3 Units**

(C-ID: MAT 120)

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level.*

Description: This course is designed for pre-service elementary school teachers. The course will examine five content areas: numeration; number theory; properties of numbers; problem solving; and curriculum standards. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-32****Introduction to Symbolic Logic****3 Units**

(Same as PHI-32)

(C-ID: PHIL 210)

UC, CSU

*Prerequisite: None*

*Limitation on enrollment: May not be taken if credit for Philosophy 32 has been granted*

Description: 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.*

Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-36****Trigonometry****4 Units**

(C-ID: MATH 851)

CSU

*Prerequisite: MAT-35 and MAT-53 or qualifying placement level.*

Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the Law of Cosines and the Law of Sines; elements of geometry important to the foundation of trigonometry; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-37****Algebra for Statistics****6 Units***Prerequisite: None*

Description: 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, 65, 90F or qualifying placement level.*

Description: 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.*

Description: A course covering the study of plane geometry and three dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture.

**MAT-65****Arithmetic and Pre-Algebra****5 Units***Prerequisite: None*

Description: SA 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.)



## MEDICAL ASSISTING

Riverside Community College District offers two medical assisting certificates: Administrative/Clinical Medical Assisting and Medical Transcription. An Associate of Science Degree in Medical Assisting is awarded upon successful completion of one of the medical assisting certificate programs and general education/graduation requirements

### MDA-1A

#### Medical Terminology 1A

3 Units

CSU

*Prerequisite:* None

Description: Examines the structure and use of medical terms related to the body as a whole. Includes basic anatomy, physiology and pathology of the musculoskeletal, digestive, cardiovascular, respiratory and blood/lymphatic systems. 54 hours lecture.

### MDA-1B

#### Medical Terminology 1B

3 Units

CSU

*Prerequisite:* MDA-1A

Description: 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

Description: 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 parenteral medication. 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:* CIS/MDA-1A or CAT/CIS-3 or CAT-50 or CIS-80

*Advisory:* A minimum typing speed of 60 wpm is recommended

*Corequisite:* MDA-1B

Description: Examines transcription of medical reports, formatting, proofreading, punctuation, and editing. Examines medical law and ethics as it relates to medical transcription. 72 hours lecture and 54 hours laboratory.

### MDA-58B

#### Advanced Medical Transcription

3 Units

*Prerequisite:* MDA-58A

Description: 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:* None

*Advisory:* CIS-1A or CIS-3 or CAT-50 or CIS-80

*Corequisite:* MDA-1A

Description: Patient scheduling, communications, medical records management, and care of office property. Credit and collection, financial record keeping, and insurance billing. 72 hours lecture and 54 hours laboratory.

### MDA-60

#### Survey of Human Disease Processes

2 Units

*Prerequisite:* MDA-1A

*Advisory:* MDA-1B and AMY-10

Description: 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

Description: Addresses the history of pharmacology and legislation related to drugs. Examines the classification of drugs, their source and their affect on the human body, the use of drug references. Explores the common terms used to describe the administration of medications. 36 hours lecture.

### MDA-62

#### CPT/Coding

3 Units

*Prerequisite:* MDA-1A

*Advisory:* MDA-1B Completion of or concurrent enrollment

Description: Discusses the principles, terminology and techniques of procedural coding as outlined in the Physicians Current Procedural Terminology including coding for the physicians services, anesthesiology, surgery, radiology, pathology/laboratory and medicine. Also examines current procedural coding and its relationship to the Healthcare Common Procedural Coding System. 54 hours lecture.

### MDA-63

#### Diagnostic Coding

3 Units

*Prerequisite:* MDA-1A

*Advisory:* MDA-1B and BIO-45 (formerly AMY-10)

Description: Designed to prepare the student to code diagnoses using the ICD-10-CM coding system. Addresses the principles, terminology, and conventions used in the selection of diagnostic codes. Utilizes practical examples to reinforce coding principles including the interpretation of medical records to ensure appropriate level of documentation for diagnoses and services rendered in a healthcare environment. 54 hours lecture.

### MDA-64

#### Advanced Diagnostic Coding

3 Units

*Prerequisite:* MDA-1A and MDA-63

*Advisory:* MDA-59 and BIO-45 (formerly AMY-10)

*Corequisite:* MDA-1B

Description: Designed to increase proficiency in coding with ICD-10-CM with an emphasis on coding for a hospital setting. Introduces ICD-10-PCS coding as it applies to inpatient procedures. Apply coding knowledge by abstracting information from sample medical records for billing and insurance purposes using practical examples. 54 hours lecture.

**MDA-200****Medical Assisting Work Experience****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

**MICROBIOLOGY**  
 See **BIOLOGY**


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**MUSIC**


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**MUS-1****Teaching Music to Young Children****3 Units**

CSU

*Prerequisite: None*

Description: 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**

(C-ID: MUS 110 MUS 125)

UC, CSU

*Prerequisite: None**Advisory: Concurrent enrollment in an appropriate level piano class*

Description: Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Basic sight singing, dictation and music reading at the piano. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-4****Music Theory I****4 Units**

(C-ID: MUS 130 MUS 135)

UC, CSU

*Prerequisite: MUS-3 or the equivalent**Advisory: Concurrent enrollment in an appropriate level piano class*

Description: Through guided composition and analysis this course incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales, triads and seventh 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**

(C-ID: MUS 140 MUS 145)

UC, CSU

*Prerequisite: MUS-4 or the equivalent**Advisory: Concurrent enrollment in an appropriate level piano class*

Description: 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**

(C-ID: MUS 150 MUS 155)

UC, CSU

*Prerequisite: MUS-5 or the equivalent**Advisory: Concurrent enrollment in an appropriate level piano class*

Description: 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-19****Music Appreciation****3 Units**

(C-ID: MUS 100)

UC, CSU

*Prerequisite: None*

Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture.

**MUS-19H****Honors Music Appreciation****3 Units**

(C-ID: MUS 100)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors program*

Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. This Honors course is organized to acquaint students with the roles of music and musicians in society and with representative musical selections. It 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 MUS-19 and MUS-19H. 54 hours lecture.

**MUS-20****Great Composers and Music Masterpieces Before 1820** 3 Units  
UC, CSU*Prerequisite: None**Advisory: ENG-1A or ENG-1AH*

Description: Emphasis on biography, history, and masterpieces of classical in European music from its inception to 1820 with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the 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 ENG-1AH*

Description: Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context, from Beethoven through the 21st century. Begins with Beethoven's late period and continues with European traditions throughout the 19th century. Music in the Americas and in Europe is included in the study of the 20th and 21st centuries. 54 hours lecture.

**MUS-22****Survey of Music Literature** 3 Units  
UC, CSU*Prerequisite: MUS-3*

Description: 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 an open score including the analysis of motives, themes, harmony and form of a composition. 54 hours lecture.

**MUS-23****History of Rock and Roll** 3 Units  
UC, CSU*Prerequisite: None*

Description: A comprehensive study of rock and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture.

**MUS-25****Jazz Appreciation** 3 Units  
UC, CSU*Prerequisite: None*

Description: 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*

Description: 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.

**MUS-29****Concert Choir** 1 Unit  
(C-ID: MUS 180)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUSICAL PERFORMANCE****MUS-30****Class Voice** 1 Unit  
UC, CSU*Prerequisite: None*

Description: Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory.

**MUS-31****College Choir** 1 Unit  
(C-ID: MUS 180)

UC, CSU

*Prerequisite: None*

Description: A vocal ensemble of mixed voices dedicated to the study, rehearsal, and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

**MUS-32A****Class Piano I** 1 Unit  
UC, CSU*Prerequisite: None*

Description: This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire and style study. 54 hours laboratory.

**MUS-32B****Class Piano II** 1 Unit  
UC, CSU*Prerequisite: MUS-32A or the equivalent*

Description: Continuation of the skills studied in MUS 32A focusing on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory.

**MUS-32C****Class Piano III** 1 Unit  
UC, CSU*Prerequisite: MUS-32B or the equivalent*

Description: Continuation of the skills studied in MUS 32B focusing on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading and performance of intermediate-level piano learning pieces. 54 hours laboratory.



- MUS-32D**  
**Class Piano IV** 1 Unit  
UC, CSU  
*Prerequisite:* MUS-32C or the equivalent  
Description: Culmination of keyboard skills previously studied focusing on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory.
- MUS-36**  
**Instrumental Chamber Ensembles** 1.50 Units  
UC, CSU  
*Prerequisite:* None  
*Limitation on enrollment:* Audition on or before the first class meeting  
Description: This course is for the study, rehearsal, and public performance of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option)
- MUS-37**  
**Class Guitar** 1 Unit  
UC, CSU  
*Prerequisite:* None  
Description: Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory.
- MUS-38**  
**Beginning Applied Music I** 2 Units  
(C-ID: MUS 160)  
UC, CSU  
*Prerequisite:* None  
*Limitation on enrollment:* Audition on or before the first class meeting  
Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 6.75 hours a week in a combination of individualized practice, lessons and concert attendance. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory.
- MUS-53**  
**Keyboard Proficiency** 1 Unit  
UC, CSU  
*Prerequisite:* MUS-32D or the equivalent  
Description: Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory.
- MUS-57**  
**Gospel Singers** 1 Unit  
(C-ID: MUS 180)  
UC, CSU  
*Prerequisite:* None  
*Limitation on enrollment:* Audition on or before first class meeting  
Description: A mixed voices chorus for the study, rehearsal, and public performances of anthems, spirituals, and gospel music (traditional/contemporary). Emphasis is on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This course is repeatable for credit the maximum times allowable by regulation. 54 hours laboratory.
- MUS-58**  
**Gospel Choir** 1 Unit  
(C-ID: MUS 180)  
UC, CSU  
*Prerequisite:* None  
Description: 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-70**  
**Guitar Lab Ensemble** 1 Unit  
(C-ID: MUS 180)  
UC, CSU  
*Prerequisite:* MUS-37  
*Limitation on enrollment:* Audition on or before first class meeting  
Description: Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory.
- MUS-71**  
**College Chorus** 1 Unit  
(C-ID: MUS 180)  
UC, CSU  
*Prerequisite:* None  
*Limitation on enrollment:* Audition on or before the first class meeting  
Description: An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal, and performance of a variety of choral literature. Different literature will be studied each semester. May be taken a total of four times. 54 hours laboratory.
- MUS-78**  
**Beginning Applied Music II** 2 Units  
(C-ID: MUS 160)  
UC, CSU  
*Prerequisite:* None  
*Limitation on enrollment:* Audition on or before the first class meeting  
Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. Course may be taken a total of four times. 108 hours laboratory. (TBA option)
- MUS-83**  
**Advanced Chamber Choir** 1 Unit  
(C-ID: MUS 180)  
UC, CSU  
*Prerequisite:* None  
*Limitation on enrollment:* Audition on or before the first class meeting  
Description: Advanced chamber choir dedicated to the study, rehearsal, and public performance of a variety of chamber choral literature. Activities may include concerts, festivals, radio and TV broadcasts, and private appearances. May be taken a total of four times. 54 hours laboratory.

**MUS-87****Applied Music Training**

(C-ID: MUS 160)

UC, CSU

*Prerequisite: None*

Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory.

**1 Unit****MUS-92****Basic Piano**

UC, CSU

*Prerequisite: None.*

Description: Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory.

**.50 Units****MUS-P27****Beginning String Techniques**

UC, CSU

*Prerequisite: None*

Description: An exploratory study of the violin, viola, cello, and string bass in a classroom setting. Emphasis is on sound production, articulation and basic music sight reading and theory. No previous experience necessary. 54 hours laboratory.

**1 Unit****MUS-P70****Guitar Lab Ensemble II**

(C-ID: MUS 180)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: Advanced guitar ensemble instruction for students who are proficient performers. Ensemble dedicated to the study, rehearsal, and performance of advanced literature written or transcribed for classical guitar ensemble. Different literature will be studied each semester. Participation in public performances required. May be taken a total of four times. 54 hours laboratory.

**1 Unit****MUS-200****Music Work Experience**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

**1-4 Units****NATIVE AMERICAN STUDIES**See **ETHNIC STUDIES****OFFICE ADMINISTRATION**See **COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY****PHILOSOPHY****PHI-10****Introduction to Philosophy**

(C-ID: PHIL 100)

UC, CSU

*Prerequisite: None**Advisory: ENG-50 or ENG-80*

Description: 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.

**3 Units****PHI-10H****Honors Introduction to Philosophy**

(C-ID: PHIL 100)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This 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.

**3 Units****PHI-11****Critical Thinking**

UC, CSU

*Prerequisite: None**Advisory: REA-82*

Description: 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, and informal fallacies. 54 hours lecture.

**3 Units**

**PHI-12****Introduction to Ethics: Contemporary Moral Issues 3 Units**

(C-ID: PHIL 120)

UC, CSU

*Prerequisite: None.*

Description: 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*

Description: An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundations 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)

(C-ID: PHIL 210)

UC, CSU

*Prerequisite: None*

Description: 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 PHI-11 and REA-83 and qualification for ENG-1A*

Description: 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.

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## PHOTOGRAPHY

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**PHO-20****Introduction to Digital Photography 3 Units**

CSU

*Prerequisite: None*

Description: 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-67****Business Practices for Photography 3 Units**

CSU

*Prerequisite: None*

Description: This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture..

**PHO-200****Photography Work Experience 1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

**Also see JOURNALISM**

**PHYSICAL EDUCATION**  
**See KINESIOLOGY**

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## PHYSICAL SCIENCE

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**PHS-1****Introduction to Physical Science 3 Units**

UC\*, CSU

*Prerequisite: None*

Description: Fundamental concepts of earth, space, and environmental science (astronomy, geology, meteorology, and oceanography) 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-4A

#### Mechanics

4 Units

(C-ID: PHYS 205 PHYS 200S)

UC\*, CSU

*Prerequisite:* None

*Corequisite:* MAT-1A

Description: Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory.

### PHY-4B

#### Electricity and Magnetism

4 Units

(C-ID: PHYS 200S PHYS 210)

UC\*, CSU

*Prerequisite:* PHY-4A

*Corequisite:* MAT-1B

Description: Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory.

### PHY-4C

#### Heat, Light and Waves

4 Units

(C-ID: PHYS 200)

UC\*, CSU

*Prerequisite:* PHY-4A

*Corequisite:* MAT-1B

Description: Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction. 54 hours lecture and 54 hours laboratory.

### PHY-4D

#### Modern Physics

4 Units

(C-ID: PHYS 200S)

UC, CSU

*Prerequisite:* PHY-4A

Description: The study of special relativity, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to the hydrogen atom. 72 hours lecture.

### PHY-10

#### Introduction to General Physics

3 Units

UC\*, CSU

*Prerequisite:* MAT-52

Description: A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture.

### PHY-11

#### Physics Laboratory

1 Unit

UC, CSU

*Prerequisite:* None

*Corequisite:* PHY-10

Description: 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 BIOLOGY

## POLITICAL SCIENCE

### POL-1

#### American Politics

3 Units

(C-ID: POLS 110)

UC, CSU

*Prerequisite:* None

*Advisory:* REA-83 and qualification for ENG-1A

Description: An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

### POL-1H

#### Honors American Politics

3 Units

(C-ID: POLS 110)

UC, CSU

*Prerequisite:* None

*Advisory:* REA-83 and qualification for ENG-1A

*Limitation on enrollment:* Enrollment in the Honors Program

Description: This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

### POL-2

#### Comparative Politics

3 Units

(C-ID: POLS 130)

UC, CSU

*Prerequisite:* None

*Advisory:* REA-83 and Qualification of English 1A

Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the students understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-2H****Honors Comparative Politics****3 Units**

(C-ID: POLS 130)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and Qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the students understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-3****Introduction to Politics****3 Units**

(C-ID: POLS 150)

UC, CSU

*Prerequisite: None.**Advisory: REA 83 and qualification for ENG-1A*

Description: An introduction to Political Science as a field of study and to the major concepts, theories, methods 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, Political Theory as well as to methods of Political Science research. 54 hours lecture.

**POL-4****Introduction to World Politics****3 Units**

(C-ID: POLS 140)

UC, CSU

*Prerequisite: None**Advisory: Qualification for ENG-1A and REA-83*

Description: 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. 54 hours lecture.

**POL-4H****Honors Introduction to World Politics****3 Units**

(C-ID: POLS 140)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and Qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and-led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-5****The Law and Politics****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for English 1A*

Description: 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: REA-83 and qualification for English 1A*

Description: 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-8****Introduction To Public Administration and Policy Development****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for English 1A*

Description: 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-11****Political Theory****3 Units**

(C-ID: POLS 120)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for English 1A*

Description: 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.

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## PSYCHOLOGY

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**PSY-1****General Psychology****3 Units**

(C-ID: PSY 110)

UC, CSU

*Prerequisite: None*

Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.



**PSY-1H****Honors General Psychology****3 Units**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program*

Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.

**PSY-2****Biological Psychology****3 Units**

(C-ID: PSY 150)

UC, CSU

*Prerequisite: PSY-1*

Description: The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture.

**PSY-8****Introduction to Social Psychology****3 Units**

(C-ID: PSY 170)

UC, CSU

*Prerequisite: None.*

Description: 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**

(C-ID: PSY 180)

UC, CSU

*Prerequisite: None*

Description: This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture.

**PSY-33****Theories of Personality****3 Units**

UC, CSU

*Prerequisite: None*

Description: This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture.

**PSY-35****Abnormal Psychology****3 Units**

(C-ID: PSY 120)

UC, CSU

*Prerequisite: None*

Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

**PSY-48****Statistics for the Behavioral Sciences****3 Units****(Same as SOC-48)**

(C-ID: SOCI 125)

UC, CSU

*Prerequisite: MAT-35*

Description: This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

**PSY-50****Research Methods in Psychology****4 Units**

(C-ID: PSY 205B)

UC, CSU

*Prerequisite: PSY-1 and MAT-12 or MAT-12H*

Description: This course introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

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## READING

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**REA-3****Reading for Academic Success****3 Units**

CSU

*Prerequisite: None**Advisory: Qualification for English 1A*

Description: 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**Advisory: Qualification for ENG-1A*

Description: 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****Foundations for College Reading****3.50 Units***Prerequisite: None*

Description: Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed work in which a wide range of material will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass Option.)

**REA-82****College Reading and Strategies****3.50 Units***Prerequisite: REA-81 or qualifying placement level*

Description: 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 Reading 81, along with individually prescribed practice work, in which a wide range of materials will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass Option.)

**REA-83****College Reading and Thinking****3 Units***Prerequisite: REA-82 or ESL-73 or qualifying placement level*

Description: 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-Textbooks****1 Unit***Prerequisite: None.*

Description: This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**REA-90****Accelerated College Reading****5 Units***Prerequisite: None*

Description: This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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## REAL ESTATE

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**RLE-80****Real Estate Principles****3 Units**

CSU

*Prerequisite: None*

Description: The real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker license examination. 54 hours lecture.

**RLE-81****Real Estate Practices****3 Units**

CSU

*Prerequisite: None*

Description: 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*

Description: 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*

Description: Analysis of real estate finance 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*

Description: 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*

Description: 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*

Description: 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****1-4 Units**

CSU\*

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass) ties engaged in escrow work. 54 hours lecture.

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## SOCIOLOGY

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**SOC-1****Introduction to Sociology****3 Units**

(C-ID: SOCI 110)

UC, CSU

*Prerequisite: None**Advisory: ENG-50*

Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture

**SOC-2****American Social Problems****3 Units**

(C-ID: SOCI 115)

UC, CSU

*Prerequisite: None*

Description: Identification and analysis of major social problems confronting contemporary 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**

(C-ID: SOCI 150)

UC, CSU

*Prerequisite: None*

Description: 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, African-Americans, Hispanic-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 U.S. and other societies are closely examined. 54 hours lecture

**SOC-12****Marriage and Family Relations****3 Units**

(C-ID: SOCI 130)

UC, CSU

*Prerequisite: None**Advisory: SOC-1 and ENG-50*

Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

**SOC-20****Introduction to Criminology****3 Units**

(C-ID: SOCI 160)

UC, CSU

*Prerequisite: None*

Description: An introduction to the fundamentals of Criminology; including surveys of the theories of crime, statistical procedures and research methodology, types of crime, 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-48****Statistics for the Behavioral Sciences****3 Units****(Same as PSY-48)**

(C-ID: SOCI 125 MATH 110)

UC, CSU

*Prerequisite: MAT-35*

Description: This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

**SOC-50****Introduction to Social Research Methods****3 Units**

(C-ID: SOCI 120)

UC, CSU

*Prerequisite: SOC-1*

Description: Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture.

## SPANISH

<p><b>SPA-1</b> <b>Spanish 1</b> (C-ID: SPAN 100) UC*, CSU <i>Prerequisite: None</i> <i>Advisory: Completion of placement test to assess level of proficiency in Spanish.</i> Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)</p>	<p><b>5 Units</b></p>
<p><b>SPA-1H</b> <b>Honors Spanish 1</b> (C-ID: SPAN 100) UC, CSU <i>Prerequisite: None</i> <i>Advisory: Completion of placement test to assess level of proficiency in Spanish</i> <i>Limitation on enrollment: Enrollment in the Honors Program</i> Description: 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. 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. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)</p>	<p><b>5 Units</b></p>
<p><b>SPA-2</b> <b>Spanish 2</b> (C-ID: SPAN 110) UC, CSU <i>Prerequisite: SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent</i> Description: 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. 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.)</p>	<p><b>5 Units</b></p>

<p><b>SPA-2H</b> <b>Honors Spanish 2</b> (C-ID: SPAN 110) UC, CSU <i>Prerequisite: SPA-1 or SPA-1H or SPA-1B or qualifying placement level on the Spanish assessment test, or the equivalent</i> <i>Limitation on enrollment: Enrollment in the Honors Program</i> Description: This course concentrates on the development of the beginning intermediate skills of listening, reading, speaking and writing. Emphasis is placed on the acquisition of vocabulary, structures and at the beginning intermediate level. 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-2 and SPA-2H. 90 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>5 Units</b></p>
<p><b>SPA-3</b> <b>Spanish 3</b> (C-ID: SPAN 200) UC*, CSU <i>Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test or the equivalent</i> Description: 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.)</p>	<p><b>5 Units</b></p>
<p><b>SPA-3N</b> <b>Spanish for Spanish Speakers</b> (C-ID: SPAN 220) UC*, CSU <i>Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test, the equivalent or</i> Description: 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.)</p>	<p><b>5 Units</b></p>
<p><b>SPA-4</b> <b>Spanish 4</b> (C-ID: SPAN 210) UC, CSU <i>Prerequisite: SPA-3 or SPA-3N, qualifying placement level on the Spanish assessment test or the equivalent</i> Description: 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.)</p>	<p><b>5 Units</b></p>

**SPA-8**  
**Intermediate Conversation** 3 Units  
 UC, CSU  
*Prerequisite:* SPA-2 or SPA-2H or SPA-3 or SPA-3N or SPA-4  
 Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-11**  
**Culture and Civilization** 3 Units  
 UC, CSU  
*Prerequisite:* None.  
 Description: Introductory survey of Spanish 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.)

**SPA-12**  
**Latin American Culture and Civilization** 3 Units  
 UC, CSU  
*Prerequisite:* None  
 Description: Introductory survey of Latin American 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.)

**SPA-13**  
**Spanish for Health Care Profession** 5 Units  
 CSU  
*Prerequisite:* None  
 Description: 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

**SUPERVISION**  
 See MANAGEMENT

## THEATER ARTS

**THE-3**  
**Introduction to the Theater** 3 Units  
 (C-ID: THTR 111)  
 UC, CSU  
*Prerequisite:* None  
 Description: 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 theater as a separate and distinctive art form. 54 hours lecture.

**THE-32**  
**Acting Fundamentals - Theater Games and Exercises** 3 Units  
 (C-ID: THTR 151)  
 UC, CSU  
*Prerequisite:* None  
 Description: 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**  
**Theatre Arts Work Experience** 1-4 Units  
 CSU\*

*Prerequisite:* None  
*Advisory:* Students should have paid or voluntary employment  
 Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter grade or Pass/No Pass)

## WORK EXPERIENCE

**WKX-200**  
**Work Experience** 1-4 Units  
 CSU\*

*Prerequisite:* None  
*Advisory:* Students should have paid or voluntary employment  
 Description: This course is designed to coordinate the students 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.

**WKX-201**  
**General Work Experience** 1-3 Units  
 CSU\*

*Prerequisite:* None  
*Advisory:* Students should have paid or voluntary employment. Students should have paid or voluntary employment  
 Description: This course is designed to coordinate the students 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 or 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.

## INTERDISCIPLINARY STUDIES

### ILA-800

#### Supervised Tutoring

0 Units

*Prerequisite: None*

*Co-Requisite: Student must be enrolled in at least one other non-tutoring course.*

This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course)

## SENIOR CITIZEN EDUCATION

### SCE-804

#### Senior Topics

0 Units

*Prerequisite: None*

Description: 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. (Non-credit course.)

### SCE-809

#### Computer Basics Older Adults

0 Units

*Prerequisite: None.*

Description: 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. (Non-credit course.)

### SCE-810

#### Photography for Older Adults

0 Units

*Prerequisite: None*

Description: 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. (Non-credit course.)

### SCE-811

#### Drawing and Painting for Older Adults

0 Units

*Prerequisite: None.*

Description: This course designed for students 55 years and older will include a potpourri of drawing, illustration, painting, mixed media and basic design components that will allow individual classes to 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. (Non-credit course.)

**SCE-813****Healthy Aging for Older Adults****0 Units***Prerequisite: None.*

Description: Students 55 years and older are provided practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention and balance, all focusing on maintaining good health as they age. 13 hours lecture and 11 hours laboratory; Positive Attendance.

**SCE-820****Music for Active Seniors****0 Units***Prerequisite: None.*

Description: 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 and 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. (Non-credit course.)

**SCE-821****Music Therapy for Frail Seniors****0 Units***Prerequisite: None.*

Description: 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; vocal presentations and instruction on composers, song- stories, backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who may live in assisted-living environments. 30 hours laboratory; Positive Attendance. (Non-credit course.)

**SCE-830****Mature Driver Improvement****0 Units***Prerequisite: None*

*Limitation on enrollment: Students must possess a valid California Driver's License and , Be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate of Completion.*

Description: 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. (Non-credit course.)

**SCE-840****Craft Design for Older Adults****0 Units***Prerequisite: None*

Description: 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. (Non-credit course.)

**SCE-842****Needle Arts for Seniors****0 Units***Prerequisite: None.*

Description: 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. (Non-credit course.)





Section VII

# FACULTY

FACULTY



## RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY LECTURE



**ANN PFEIFLE**  
**Professor**  
**History**

Moreno Valley College History Professor Ann Pfeifle delivered the 58th Riverside Community College District Faculty Lecture. The Faculty Lecture series began in 1961, and each year Academic Senate members select the Distinguished Faculty Lecturer to present a spring lecture on a subject of their liking. Being selected as a lecturer is the highest honor faculty bestow on a colleague.

Pfeifle's lecture, *Exploring Family – Where Does History Take Us*, explored family history which has undergone a revolution of sorts over the last decade. Americans spend billions of dollars a year on direct-to-consumer genetic tests and thousands of hours online building internet family trees. Building on this trend, Pfeifle explored the potential benefits and the disputes associated with this renewed interest in genealogy and the production of family history by presenting her own experience with the company 23andMe and the impact of discovering her genes as a child of a closed adoption.

She also answered such questions as how do we define ourselves and present our family history? What makes us who we are – our culture, our genes, our shared stories? How might our views of our community, nation and world change if we focus on the fact that we are 99.99 percent the same?

Pfeifle, who earned the rank of full professor in April of 2017, holds a master's degree in History from UC Riverside as well as undergraduate degrees from the University of Minnesota and Moorhead State. She joined the Riverside Community College District faculty in 2001 and was assigned classes at Moreno Valley College, Riverside City College and the California Rehabilitation Center in Norco as part of the District's Open Campus program. In addition, she worked with local historical organizations to promote connections between the colleges and the community, specifically the military community.

She is a four-time winner of the Outstanding Club Advisor award, and has advised Pride Alliance, Muslim Student Association, Young Americans for Liberty, and Students for Responsible Citizenry. She has also been honored as the Faculty of the Year (Humanities and Social Sciences) three times and has participated in the Puente Program and the Faculty Internship Program, serving as a mentor for students.

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**MORENO VALLEY COLLEGE FACULTY**


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**BACIUNA, NICOLAE****Associate Professor  
Mathematics**

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2008.

**BALENT, AMY E.****Professor  
Art**

BA., Georgetown University; M.F.A., George Washington University. At Riverside Community College District since 2001.

**BANKS, JAMES****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)****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.

**BRAUTIGAM, BRIAN****Assistant Professor  
Counseling**

B.A., California Baptist University; M.A., San Diego State. At Riverside Community College District since 2017.

**BRIGGS, CORDELL A.****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.

**BROWN-LOWRY, TANYA****Assistant Professor  
Health Science/Kinesiology**

B.A., University of California, Riverside; M.A., Azusa Pacific University. At Riverside Community College District since 2016.

**BROYLES, LARISA****Professor  
Anthropology**

B.A., University of California, Irvine; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

**CACHIA, AMANDA****Assistant Professor  
Art History**

B.A., University of Wollongong Australia; M.A., California College of the Arts San Francisco; M.A., Goldsmith College University of London; Ph.D., University of California, San Diego. At Riverside Community College District since 2017.

**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.

**CUETO, ROSALIA****Assistant Professor  
Mathematics**

B.S., M.S., University of California at Riverside. At Riverside Community College District since 2016.

**DRAKE, SEAN D.****Associate Professor  
Mathematics**

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2000.

**DUNPHY, LAURA****Assistant Professor  
Business**

B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2016.

**DYER, RACHEL****Assistant Professor  
Human Services**

B.S., California Baptist University; M.S.W., California State University, San Bernardino. At Riverside Community College District since 2017.

**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.

**ESCOBAR, JENNIFER****Assistant Professor  
English**

B.A., University of California, Riverside; M.A., Claremont Graduate University. At Riverside Community College District since 2016.

**FAST, MATTHEW****Associate Professor  
Computer Information Systems**

B.S., M.S., University of California, Riverside. At Riverside Community College District since 2006.

**FELTON, ADAM****Assistant Professor  
Psychology**

B.A., Indiana Tech Indiana; M.A., Ball State University; Ph.D., University of California Riverside. At Riverside Community College District since 2017.

**FLOERKE, JENNIFER****Associate Professor  
Communication Studies**

B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2013.

**FLORES, NORMA****Assistant Professor  
Spanish**

B.A., Cal State University, San Bernardino; M.A., Cal State University, San Bernardino. At Riverside Community College District since 2017.

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**MORENO VALLEY COLLEGE FACULTY**


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**FONTAINE, ROBERT****Associate Professor  
Director, Emergency Medical Services**

B.A., University of La Verne; M.A., Chapman University. At Riverside Community College District since 2004.

**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.

**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.

**GARCIA, RICHARD****Visiting Professor  
Counseling**

A.A., Chaffey College; B.A., University of California, Irvine; M.A., University of Redlands. At Riverside Community College District since 2016.

**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.

**HAUSLADEN, LISA****Associate Professor  
Medical Assisting**

B.S., Southern Illinois University; M.B.A., University of Phoenix. At Riverside Community College District since 2005.

**HAWTHORNE, TERRIE****Visiting Assistant Professor  
Counseling**

B.A., California State University, Northridge; M.A., Loma Linda University. At Riverside Community College District since 2011.

**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**

A.A., Citrus College; 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.

**JAMES, MELANIE****Assistant Professor  
English**

B.A., University of Idaho; M.A., California State University, San Marcos. At Riverside Community College District since 2016.

**JOHNSON, FEN****Associate Professor  
Mathematics**

B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2004.

**KAZSUK, ELIZABETH****Assistant Professor  
Sociology**

B.A., Case Western Reserve University; M.A., University of California Riverside. At Riverside Community College District since 2017.

**KIM, JOYCE****Associate Professor  
Speech Language Pathology**

B.A., University of California, Los Angeles; M.S., Teachers College Columbia University, Ph.D., University of California, Riverside. At Riverside Community College District since 2009.

**LAMBERT, JIM****Assistant Professor  
Fire Technology**

B.A., American Military University; M.A., Brandman University. At Riverside Community College District since 2017.

**LIPKIN, ELLEN****Associate Professor  
Microbiology**

B.S., University of Arizona; M.S., University of California, San Francisco. At Riverside Community College District since 1999.

**LOPEZ, GERTRUDE****Assistant Professor  
Counselor/Coordinator, UMOJA**

B.A., California State University San Bernardino; M.S., National University. At Riverside Community College District since 2015.

**LOYA, ROBERT****Associate Professor  
Computer Information Systems/Business**

B.S., M.I.S., University of Phoenix. At Riverside Community College District since 2013.

**MAEREAN, GABRIELA****Assistant Professor  
Mathematics**

B.S., University of California, Riverside; M.S., California State University, San Bernardino. At Riverside Community College District since 2016.

**MARQUIS, ANYA-KRISTINA****Associate Professor  
Geography**

B.A., University of California, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College District since 2013.

**MARSHALL, SHARA****Associate Professor  
Biology & Health Sciences**

B.A., M.S., California State University, San Bernardino. At Riverside Community College District since 2009.

**McNAUGHTON, BARRY****Assistant Professor  
Music**

B.A., University of California Santa Barbara; M.A., University of Southern California. At Riverside Community College District since 2016.

**McQUEAD, MICHAEL W.****Associate Professor  
Computer Information Systems**

B.M., M.M., University of Southern California. At Riverside Community College District since 1999.

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**MORENO VALLEY COLLEGE FACULTY**


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**MONTES, BONNIE****Associate Professor  
Counseling**

M.A., California State University, Dominguez Hills. At Riverside Community College District since 2011.

**MOON, DEBORAH****Associate Professor  
Dental Hygiene**

B.S., Northern Arizona University; M.A., Pepperdine University. At Riverside Community College since 2012.

**MOORE, FRANKIE****Associate Professor  
Coordinator, Student Activities**

B.A., M.A., California State University, Fresno. At Riverside Community College District since 2005.

**MORSHED, TAHMINA****Assistant Professor  
Economics**

B.A., M.A., Rajshahi University in Bangladesh; M.S., Portland State University. At Riverside Community College District since 2017.

**MURRELL, DEANNA****Visiting Assistant Professor  
Counseling**

B.A., Sonoma State; M.A., National University. At Riverside Community College District since 2017.

**NAFZGAR, SARA****Assistant Professor  
Communication Studies**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2016.

**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.

**NAVAS, ESTEBAN****Assistant Professor  
Mathematics**

B.S., University of California Riverside; M.S., University of California Riverside; Ph.D., University of California Riverside. At Riverside Community College District since 2016.

**NGUYEN, KASEY****Assistant Professor  
Computer Information Systems**

B.A., ITT Technical Institute, M.A., Strayer University, Virginia; Ph.D., Capella University, Minnesota. At Riverside Community College District since 2018.

**NOLLETTE, CHRISTOPHER****Professor  
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.

**ORR, CASEY****Visiting Assistant Professor  
Counseling**

B.A., California State University, San Marcos; M.A., California State University, San Marcos; M.A. Azusa Pacific University; Ph.D., Capella University. At Riverside Community College since 2009.

**PACHECO, MARIA DEL ROCIO****Professor  
Counseling and Psychology**

A.A., Rio Hondo Community College; B.A., University of California, Irvine; M.S., California State University, Long Beach; Psy.D., The Chicago School of Professional Psychology. At Riverside Community College District since 2001.

**PAINE, KRISTY****Assistant Professor  
Administration of Justice/Law Enforcement**

A.A., San Bernardino Valley College; B.A., M.P.A., California State University, San Bernardino. At Riverside Community College District since 2016.

**PARKER, LATONYA****Associate Professor  
Counseling**

B.A., M.S., California State University, Long Beach; Ed.D., Brandman University. 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.

**PERCHES, CARMEN****Assistant Professor  
Counseling, Coordinator Career Transfer Center**

B.A., California State University, Hayward; M.A., California State University, San Bernardino. At Riverside Community College District since 2000.

**PFEIFLE, ANN L.****Professor  
History**

B.A., University of Minnesota; B.S., Moorhead 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 University, San Luis Obispo; Ed.D., Pepperdine University. At Riverside Community College District since 1991.

**RAMIREZ, CYNTHIA****Assistant Professor  
Counselor**

M.A., University of Redlands, B.A., University of California, Irvine, A.A., A.S., Riverside Community College. At Riverside Community College District since 2018.

**RENFROW, DEBBI****Associate 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.



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**MORENO VALLEY COLLEGE FACULTY**


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**RHYNE, JEFFREY****Professor  
English**

B.A., Pomona College; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2006.

**RICHARDS-DINGER, KARI****Associate 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****Professor  
Humanities**

B.A., University of Hawaii; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2001.

**SANCHEZ, ABEL****Assistant Professor  
Biology**

B.A., M.A., Cal State University, San Bernardino. At Riverside Community College District since 2016.

**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****Associate Professor  
English**

B.A., M.A., California State University, Dominguez Hills. At Riverside Community College District since 2011.

**SHEDD, DANA****Assistant Professor  
Reading**

B.A., M.A., University of Azusa; M.A., University of La Verne. At Riverside Community College District since 2017.

**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.

**STEVENSON, KATHRYN****Assistant Professor  
English**

B.A., M.A., Western Washington University; Ph.D., University of California, Riverside. At Riverside Community College District since 2016.

**THOMPSON, MELISSA****Assistant Professor  
Early Childhood Education**

B.A., California State University Los Angeles; M.A., National University. At Riverside Community College District since 2016.

**THURSTON, NIKKI****Associate Professor  
Counseling**

B.A., California Baptist University; M.S.W., California State University, San Bernardino. At Riverside Community College District since 2017.

**TOLUNAY, ADVIYE****Professor  
Psychology**

B.A., M.A., Bogazici University (Turkey); Ph.D., University of Rhode Island. At Riverside Community College District since 2006.

**TREJO, SILVIA****Visiting Assistant Professor  
Counselor  
Coordinator, STEM**

B.A., San Diego State University; M.S. California State University, San Bernardino. At Riverside Community College District since 2006.

**TSAI, I-CHING****Professor,  
Music**

B.A., National Conservatory of Music Carlos Lopez Buchardo, Buenos Aires, Argentina; M.A., University of Redlands; D.M.A., Claremont Graduate University. At Riverside Community College District since 2004.

**VEGA-SANCHEZ, MARIO****Assistant Professor  
Spanish**

B.A., California State University San Bernardino; M.A., California State University, Fullerton. At Riverside Community College District since 2016.

**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****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.****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****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.

**WILLIAMS, THOMAS****Visiting Assistant Professor  
Counseling**

B.S., California University, Sacramento; M.S.C., California State, Northridge. At Riverside Community College District since 2017.

**YAO, CHUI ZHI****Associate Professor  
Mathematics**

A.S., Moreno Valley College; B.A., M.A., M.A., California State University, Sacramento; Ph.D., University of California, Riverside. At Riverside Community College District since 2008.

**ZAPATA, VALARIE****Associate Professor  
English**

B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

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**MORENO VALLEY COLLEGE ADMINISTRATION**


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**ALVAREZ, EDWARD****Director  
First-Year Experience**

A.A., Riverside Community College; B.S., M.A., University of Redlands. At Riverside Community College District since 2016.

**AMEZQUITA, ANNA MARIE****Dean of Instruction**

B.A., St. Edward's University; M.A., New Mexico State University. At Riverside Community College District since 2000.

**BEEBE, ROBERT****Director  
Facilities**

At Riverside Community College since 2018

**CLIFTON, JAMIE****Director  
Enrollment Services**

A.S., Riverside City College. At Riverside Community College District since 2002.

**CLOWNEY, MICKI****Director  
TRIO Programs****Academic Counseling and Education Services (ACES)**

M.A., University of Southern California. At Riverside Community College District since 2013.

**CUZ, JULIO****Manager  
Technology Support Services**

A.S., Riverside City College; B.S., California Baptist University. M.A., University of Pepperdine. At Riverside Community College District since 2001.

**DOHERTY, MARY ANN****Dean  
Grants and Business Services**

B.A., California State Polytechnic University, Pomona; M.P.A., California State University, San Bernardino. At Riverside Community College District since 2017.

**FOSTER, DYRELL****Vice President  
Student Services**

B.S., University of California, Davis; M.S., California State University, Long Beach; Ed.D., University of Southern California. At Riverside Community College District since 2014.

**GONZALEZ, JULIO****Director  
Middle College High School**

B.A., University of California, Riverside; M.A., University of Redlands. At Riverside Community College District since 2001.

**GRAVEEN, MELODY****Dean of Instruction  
Career and Technical Education**

B.S., Excelsior College; M.S., Ed.D., Capella University. At Riverside Community College District since 2015.

**HLEBASKO, JULIE****Manager  
Food Services**

At Riverside Community College District since 2012.

**JONES, NATHANIEL****Vice President  
Business Services**

B.S.E., University of Maryland; MBA, Loyola University; Ph.D., University of Maryland. At Riverside Community College since 2016.

**KIRKPATRICK, RONALD****Supervisor  
Grounds**

At Riverside Community College District since 2015.

**LANE, DONNELL****Director  
STEM Innovation Center/Makerspace**

B.A., Cornell University; M.A., Northwestern University. At Riverside Community College District since 2018.

**LOPEZ, CARLOS****Vice President  
Academic Affairs**

B.A., University of California, San Diego; M.S., University of California, Riverside. At Riverside Community College District since 2017.

**MARTINEZ, SANDRA****Director  
Student Financial Services**

A.A., Santa Ana College; B.A., University of Phoenix; M.B.A., Brandman University. At Riverside Community College District since 2008.

**MORGAN, KENNETH****Supervisor  
Custodial**

At Riverside Community College District since 2005.

**SANCHEZ, ANDREW****Dean  
Grants and Equity Initiatives**

B.A., San Francisco State University; M.S., Hunter College, The City of New York; Ed.D., California State University, Long Beach. At Riverside Community College District since 2017.

**SHENTON, THOMAS****Sergeant  
Safety & Police**

B.S., California State University, San Bernardino. At Riverside Community College District since 2014.

**SMITH, NICOLE****Director  
Disabled Student Programs and Services**

B.A., University of California, Irvine; M.Ed, California Polytechnic, Pomona; Ph.D., Claremont Graduate University. At Riverside Community College District since 2015.

**STEINBACK, ROBIN L.****President**

A.S., Mt. San Jacinto College; B.S., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2013.

**TARCON, SUSAN****Director  
Health Services**

B.S.N., University of Wisconsin; M.S.N., University of Phoenix. At Riverside Community College District since 2007.

**TURNIER, ARTHUR****Dean of Instruction  
Public Safety Education and Training**

B.A., University of the State of New York, Regents College; M.A., California State University, San Bernardino. At Riverside Community College District since 2015.

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**MORENO VALLEY COLLEGE ADMINISTRATION**

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**VINCENT, EUGENIA E.****Dean  
Student Services**

B.S., Clark-Atlanta University; M.A., University of Southern California. At Riverside Community College District since 1988.

**WONG, MICHAEL PAUL****Dean  
Student Services (Counseling)**

B.A., University of California, Irvine; M.Ed., University of Vermont; Ph.D., University of Southern California. At Riverside Community College District since 2015.

**YOSHINAGA, ANN****Associate Dean  
Academic Support**

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.



Section VIII

# DISTRICT



## MORENO VALLEY COLLEGE PHONE LISTINGS

16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100 • [www.mvc.edu](http://www.mvc.edu)

Academic Affairs	571-6351	Extended Opportunity Programs and Services (EOPS)	571-6253
Academic Departments:		Facilities Office	571-6113
Business, and Information Technology Systems	571-6125	Fire Technology	571-6197
Communications	571-6325	Grants & College Support Services	571-6261
Health, Human, and Public Services	571-6284	Guardian Scholars/Foster Youth Support Services	571-6110
Humanities and Social Sciences	571-6134	Health and Psychological Services	571-6103
Mathematics	571-6125	Honors Program	571-6948
Natural Sciences and Kinesiology	571-6125	Institutional Research and Assessment	571-6303
Public Safety Education and Training	571-6300	Law Enforcement Programs	571-6192
Academic Counseling and Educational Services (ACES)	571-6275	Learning Center	571-6944
Academic Support	571-6309	Library	571-6356
Admissions & Records	571-6101	Mailroom	571-6145
Assessment and Placement Testing	571-6427	Matriculation (Student Success and Support Programs)	571-6131
Bookstore	571-6107	Middle College High School	571-6463
Business Services	571-6342	Outreach	571-6273
Career and Transfer Center	571-6914	Police Dispatch	222-8171
College Police	571-6190	President's Office	571-6161
Computer and Study Center	571-6483	Puente Program	571-6240
Counseling	571-6104	STEM Counseling	571-6175
Dean of Career & Technical Education	571-6292	Student Activities	671-6105
Dean of Institutional Effectiveness	571-6421	Student Government	571-6268
Dean of Instruction	571-6163	Student Financial Services	571-6139
Dean of Public Safety Education and Training	571-6314	Technology Support Services	571-6200
Dean of Student Services	571-6159	Tutorial Services	571-6167
Dean of Student Services (Counseling)	571-6335	Upward Bound Math and Science Program	571-6382
Dental Hygiene/Assisting Program	571-6433	Veterans Services	571-6427
Disability Support Services	571-6138	Web Development	571-6380
Early Childhood Education Center	571-6214	Workforce Preparation	571-6154
Emergency Medical Services	571-6395		
Employment Placement	571-6907		

## NORCO COLLEGE PHONE LISTINGS

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • [www.norcocollege.edu](http://www.norcocollege.edu)

Academic Departments		Health Services	372-7046
Art, Humanities and World Languages	372-7076	Honors Program	739-7846
Business	372-7067 or 372-7079	Library/Resource Center	739-7896
Communications	372-7067	Outreach	739-7856
Engineering and Information Technologies	372-7067	Parking	739-7895
Mathematics and Sciences	372-7079	Puente Program	372-7146
Social and Behavioral Sciences	372-7076	STEM	739-7806
Admissions & Records	372-7003	Student Activities	372-7007
Assessment Center	372-7176	Student Employment	372-7190
Bookstore	372-7085	Student Financial Services	372-7009
CalWORKs	372-7052	The Talented Tenth Program (T3p)	372-7148
College Police	372-7088	Transfer Center	372-7043
24-Hour Dispatch Center	222-8171	Student Support Services	372-7163
College Receptionist	372-7044	Upward Bound Programs	739-7819
Counseling	372-7101	Tutorial	372-7143
Dean of Instruction	372-7018	Veterans Services	372-7142
Dean of Instruction, Career and Technical Education	372-7000		
Dean of Student Services	372-7081		
Disability Resource Center	372-7070		
Extended Opportunity Programs and Services	372-7128		

### RIVERSIDE CITY COLLEGE PHONE LISTINGS

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • [www.rcc.edu](http://www.rcc.edu)

Academic Affairs .....	222-8053	College Police Parking Services .....	222-8090
Academic Departments:		Disability Resource Center .....	222-8060
Applied Technology .....	222-8491	Diversity and Equity Compliance .....	222-8435
Art .....	222-8339	Division Deans	
Behavioral Sciences .....	222-8540	Fine and Performing Arts .....	222-8399
Business and Info Tech Services .....	222-8551	Languages, Humanities & Social Sciences .....	328-3881
Chemistry .....	222-8533	Math, Science & Kinesiology .....	222-8729
Communication Studies .....	222-8540	Nursing .....	222-8818
Cosmetology .....	222-8185	EOPS and CARE .....	222-8122
Counseling .....	222-8440	Extended Opportunity Programs and Services .....	222-8045
Early Childhood Education .....	222-8491	Foster and Kinship Care Education .....	222-8937
Economics, Geography, Political Science .....	222-8540	Foster Youth Support Services .....	222-8251
English & Media Studies .....	222-8519	Gateway College and Career Academy .....	222-8934
History, Humanities, Philosophy .....	222-8540	Human Resources .....	222-8588
Kinesiology .....	222-8421	International Student Center .....	222-8160
Library and Learning Resources .....	222-8654	Math and Learning Center .....	222-8000 Ext. 4100
Life Sciences .....	222-8533	Outreach .....	222-8574
Math .....	222-8533	Performance Riverside .....	222-8100
Performing Arts .....	222-8339	Student Activities .....	222-8570
Physical Science .....	222-8533	Student Financial Services .....	222-8710
School of Nursing .....	222-8760	Student Health and Psychological Services .....	222-8151
World Languages .....	222-8519	Transcript Office .....	222-8603
Admissions & Records .....	222-8600	Transfer Center .....	222-8446
Art Gallery .....	222-8358	TRiO Student Support .....	222-8227
Bookstore .....	222-8140	Tutorial .....	222-8168
CalWORKs .....	222-8964	Veterans Office .....	222-8602
Career and Technical Education .....	222-8131	Writing and Reading Center .....	222-8632
College Police 24-Hour Dispatch .....	222-8171		



## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



Wolde-Ab Isaac

### OFFICE OF THE CHANCELLOR

**Wolde-Ab Isaac, Ph.D.**  
Chancellor

**Vacant**  
Chief of Staff

**Margaret Cartwright**  
Associate Vice Chancellor, Strategic Communications  
and Institutional Advancement

### OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES AND STRATEGIC PLANNING

**Susan Mills**  
Vice Chancellor, Educational Services and Strategic Planning

**Raj Bajaj**  
Dean, Educational Services

**Christopher Blackmore**  
Associate Vice Chancellor,  
Information Technology and Learning Services

**David Torres**  
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### OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

**Aaron Brown**  
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**Vacant**  
Associate Vice Chancellor, Facilities Development

**Michael Simmons**  
Director, Risk Management, Safety & Police

**Madj Askar**  
Director, Business Services

**Melissa Elwood**  
Controller, Accounting Services

**Robert Gunzel**  
Chief of Police

### OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

**Terri Hampton**  
Vice Chancellor, Human Resources and Employee Relations

**Diana Torres**  
Director, Human Resources and Employee Relations

**Lorraine Jones**  
District Compliance Officer

### DISTRICT CURRICULUM COMMITTEE

**Greg Burchett**  
Committee Member  
Riverside Curriculum Committee Chair

**Brian Johnson**  
Committee Member  
Norco Curriculum Committee Chair

**Ann Pfeifle**  
Committee Chair  
Moreno Valley Curriculum Committee Chair

**Steven Schmidt**  
Committee Member\*  
Tech Review Committee Chair  
CurricUNET Liaison

**Heather Edberg**  
Committee Secretary\*  
\*Non-voting member

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MISSION STATEMENT

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the colleges with leadership in the areas of advocacy, resource stewardship, and planning.

### RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted goals by affirming its vision and values:

#### Vision

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

#### Values

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

#### Legacy

- Heritage
- Standards
- Foundation of future

#### Inclusiveness

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

#### Service

- To students
- To community
- To the colleges
- Education/service learning

#### Stewardship

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

#### Enrichment

- Economic development
- Lifetime learning
- Professional development
- Community advancement

#### Excellence

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

#### Shareholders

- Economic partner
- Community mindedness
- Community responsibility

## STRATEGIC THEMES AND GOALS

### Student Success

As open access institutions of higher education, Riverside Community College District and its colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- Goal 1: Remove barriers to access for students, while making the process of accessing new student information and applying to colleges more user-friendly.
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
- Goal 3: Provide programs and services that address community educational needs and priorities.
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to colleges and educational programs.

### Student Learning and Success

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
- Goal 2: Increase rates of transfer, degree, and certificate completion.
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
- Goal 4: Reduce the gap in both student achievement and outcomes.
- Goal 5: Support and increase student engagement in and out of the classroom.

### Resource Stewardship

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the colleges are met as a priority.
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.



### Community Collaboration and Partnership

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

- Goal 1: Refine and promote programs in Career & Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.
- Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.
- Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.
- Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.
- Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the colleges, Community Education, and other initiatives.

### Creativity and Innovation

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its colleges, District and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

- Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.
- Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment.
- Goal 3: Support the colleges' innovative ideas in entrepreneurial initiatives and resource development.

- Goal 4: Develop and implement a plan to keep current with technology advancement.
- Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

### System Effectiveness

Riverside Community College District, like all of the state's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

- Goal 1: Develop efficient and effective processes and procedures that:
  - Reduce red tape
  - Eliminate redundancies
  - Encourage collaboration
  - Increase interdepartmental communication
  - Reduce the number of meetings
  - Promote on-going assessment in order to continually refine our educational technology capability to address future needs
- Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and colleges' strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.
- Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between colleges and centers to best serve students.
- Goal 4: Refine the District functional map to better define responsibilities of various departments.

### HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside City 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 and the Val Verde unified school districts.

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, 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 INSTITUTIONAL ADVANCEMENT

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

### Academic Year

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

## RCCD FOUNDATION

The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends, and the business community to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and College Presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities District-wide.

**Mission Statement.** The Riverside Community College District Foundation enhances the intellectual, cultural, and educational needs of District and college students, faculty, staff and our communities. We pursue resource development and philanthropic activities in support of continued excellence and improved access. As stewards, we collaborate with business and community stakeholders to fuel the region's workforce development, innovation, and economic growth.

**Scholarships.** Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly \$500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Century Circle.** Century Circle is an annual giving program managed by the RCCD Foundation. Its purpose is to provide funding for special projects identified by the RCCD Foundation Board of Directors in alignment with the priorities of the Chancellor and the leadership of Moreno Valley, Norco, and Riverside City colleges. Donors who contribute at least \$1,000 per year to the Century Circle fund play an integral role in the RCCD Foundation's endeavor to help the District and colleges respond to their most pressing needs. Donors to the Century Circle fund receive unique opportunities to learn about the impacts of their contributions throughout the academic year. The RCCD Foundation Board of Directors distributes Century Circle funds through a process that ensures alignment with identified priority areas of the Chancellor and College Presidents. Department heads, College Presidents, the Chancellor, or any member of the RCCD Foundation Board of Directors may initiate requests for Century Circle funds. Information about Century Circle can be found on the RCCD Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Heritage Circle.** Heritage Circle is a recognition program that honors visionary individuals who, by naming the RCCD Foundation in their estate plans or through other planned gift arrangements, contribute to the long-term success of the students, faculty and programs at Moreno Valley, Norco, and Riverside City colleges. Generous donors who join the Heritage Circle belong to an exclusive group of individuals who care deeply about the future of the Riverside Community College District. The RCCD Foundation invites donors to partner with us by becoming a Heritage Circle member to help the RCCD colleges continue to meet the educational and workforce needs of our region for many years to come. In appreciation for their generosity, Heritage Circle members receive unique opportunities for recognition and participation, including special invitations throughout the year from the Chancellor and College Presidents. More information about Heritage Circle and planned giving through the RCCD Foundation can be obtained by contacting the Foundation office at (951) 222-8626.



## DISTANCE EDUCATION

The mission of Distance Education is to extend access to students through web-based learning formats such as online and hybrid courses. The Distance Education unit is responsible for distributing online courses and providing online platform-based technology training for faculty. The goal is to make learning available anytime, anywhere for students who need the flexible scheduling of a remote learning program. Distance Education is based on a learning management system (LMS) which uses online-based technologies including the internet and streaming media. Distance Education courses are academically equivalent to their on-campus counterparts and fulfill RCCD general education, elective, and/or major requirements, with many classes transferable to four-year institutions.\* Some certificate programs can be completed fully online. For further information about Open Campus and Distance Education options, visit [open-campus.com](http://open-campus.com).

\*Always consult a counselor to review your Student Educational Plan before taking any class in order to ensure it meets your particular goals.

## SPECIAL SUPPORTIVE SERVICES

### Disability Support Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a document(s). 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, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at MVC may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to disclose education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to [www.rccd.edu/Pages/ferpa.aspx](http://www.rccd.edu/Pages/ferpa.aspx) for more information.)

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

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions & Records, along with a photo I.D.

It is the responsibility of the student to update WebAdvisor to advise the Admissions & Records Office of any change in address or telephone number and change of information forms are also available at [www.mvc.edu](http://www.mvc.edu).

## GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

Board Policy 4100

Education Code Section 70902(b)(3);

Title 5 Sections 55060, et seq.

The colleges grant the degrees of Associate in Arts, Associate in Science and degrees for college transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement and participate in a graduation ceremony upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

For the Associate in Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a +/- grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree. Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the Colleges' catalogs and must be filed with the California Community College Chancellor's Office.

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion or Certificate of Competency.

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce Development and Planning

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

## INSTRUCTIONAL MATERIALS FEES

Board Policy 5031

Education Code Section 76365;

Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this open door policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost of instructional materials.

### Definitions

Required instructional materials means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

Solely or exclusively available from the District means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Required instructional and other materials which are of continuing value outside of the classroom setting are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

### I. Announcement of Fees

Course material fees shall be printed in the class schedule and available on the District's website. Courses with fees will be properly flagged on materials used in the Office of Admissions & Records. A fee statement, including the amounts of the fees, will be included in the college catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

### II. Collection of Fees

Course material fees will be collected with enrollment fees. Registration in subsequent terms will be blocked until fees are paid.

### III. Refunds

Students who withdraw from a class with a materials fee will receive a 100 percent refund through the first two weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two weeks of class.

### IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

## COURSE REPETITION

References: Title 5 Sections 55000, 55045, 56029  
Education Code Section 76224

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

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

- A. Students may repeat courses under the following circumstances:
  1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
    - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
    - b. A student is limited to a maximum of three allowable attempts per course including any combination of withdrawals ("W's") or substandard grades. Withdrawals due to military orders ("MW's") are not included in the number of allowable attempts.
    - c. A Request for Course Repetition\* is required for any exceptions to B above.
  2. The student's previous grade is, at least in part, the result of extenuating circumstances.
    - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.\*
    3. There has been a lapse of time (at least 36 months) since the student last took the course. (See Administrative Procedure 4228)
      - a. The course outline of record has been officially changed and demonstrates significant curricular changes.\*
      - b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.
    4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.
    5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.

- a. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.
- B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.
- C. The following conditions apply:
  1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
  2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
  3. Procedures for course repetition shall be listed in the current official college catalogs.
  4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
  5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with 55045, justify such repetition.

\*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

### Course Repetition—Significant Lapse of Time

Reference: Title 5, Section 55043, 55000, 55040,

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

### Course Repetition — Variable Units

Reference: Title 5, Section 55044, 55040(b)

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.

Students may not repeat any portion of the curriculum for the course unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.



## Repeatable Courses

Reference: Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

Students may repeat courses in which a “C” or better grade was earned. Only the following types of courses are repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:

- A. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be four enrollments.
- B. Repeatable courses are identified in the college catalog.
- C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
  1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
  2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statute or regulation as a condition of paid or volunteer employment. Students can repeat

such courses any number of times, even if they received a grade of “C” or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student’s grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions & Records office of any campus.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)



## COMMITMENT TO DIVERSITY, NONDISCRIMINATION AND PROHIBITION OF HARRASSMENT AND RETALIATION POLICIES

Board Policy 7100 Commitment to Diversity

Board Policy 3410 Nondiscrimination

Board Policy 3430 Prohibition of Harassment and Retaliation

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board) or [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources), 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 actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or 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 (a) of Section 422.6 of 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, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or 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 (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,

### 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, percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica o definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal.

### PROHIBICIÓN DE ACOSO Y VENGANZAS

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 percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica es definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas 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.

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.

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 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/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx), [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources) from the Diversity and Human Resources Department, or on the State Chancellor's Web page at [www.cccco.edu](http://www.cccco.edu).
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://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.



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 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.
- 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/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx), [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources) en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en [www.cccco.edu](http://www.cccco.edu).
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que 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:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

Legal Affairs Division  
Office of the Chancellor

## Complainant's Appeal Rights

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

### 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  
3801 Market Street  
Riverside, CA 92501

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).

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

## ¿ 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 PETICIÓN 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 PETICIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

**Primer Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

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)**

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

Department of Fair Employment and Housing (DFEH)  
Los Angeles District Office  
1055 West 7<sup>th</sup> Street  
Suite 1400  
Los Angeles, CA 90017  
(800) 884-1684  
TTY (800) 700-2320  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Equal Employment Opportunity Commission (EEOC)  
Los Angeles District Office  
Roybal Federal Building  
255 East Temple Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
(800) 669-4000  
TTY (800) 669-6820  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Education Office for Civil Rights (OCR)  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
TDD (877) 521-2172  
[www.ed.gov](http://www.ed.gov)

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

## DISTRICT ACADEMIC ADMINISTRATION

**BAJAJ, PANKAJ**

**Dean,  
Educational Services**

B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

**ISAAC, WOLDE-AB**

**Chancellor**

B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006.

**KEELER, RICHARD**

**Dean, Grants  
Economic Development**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

**TORRES, DAVID**

**Dean,  
Institutional Research and Strategic Planning**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.





## FACULTY EMERITI

### A

Thomas Allen, Associate Professor Emeritus, English  
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**(951) 571-6100**

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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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Moreno Valley College

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June 2018

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.

Robin Steinback, Ph.D..

.....  
President

## **RIVERSIDE COMMUNITY COLLEGE DISTRICT PUBLICATIONS**

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For information about college publications, please contact:

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### **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

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## COLLEGE CATALOG

2018-2019



# RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

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Online at:

<https://www.norcocollege.edu/academics/Pages/College-Catalog.aspx>





## GREETINGS FROM OUR PRESIDENT

*The faculty, staff, and administration of Norco College welcome you!*

You are now a part of a diverse culture of learners from all walks of life whose collective life experiences, values, and world views provide the essence of what makes Norco College great. Our mission is to serve our students by providing transformational educational opportunities with the support of talented, creative, and innovative faculty and staff who are dedicated to your success.

This catalog is a compilation of courses, programs, support services, degree offerings, and transfer information that you will need in order to complete your academic goal. I encourage you to use the catalog as your planning resource guide to explore all of the opportunities, services, and programs that Norco College offers.

Sincerely,

Bryan Reece, Ph.D.  
President

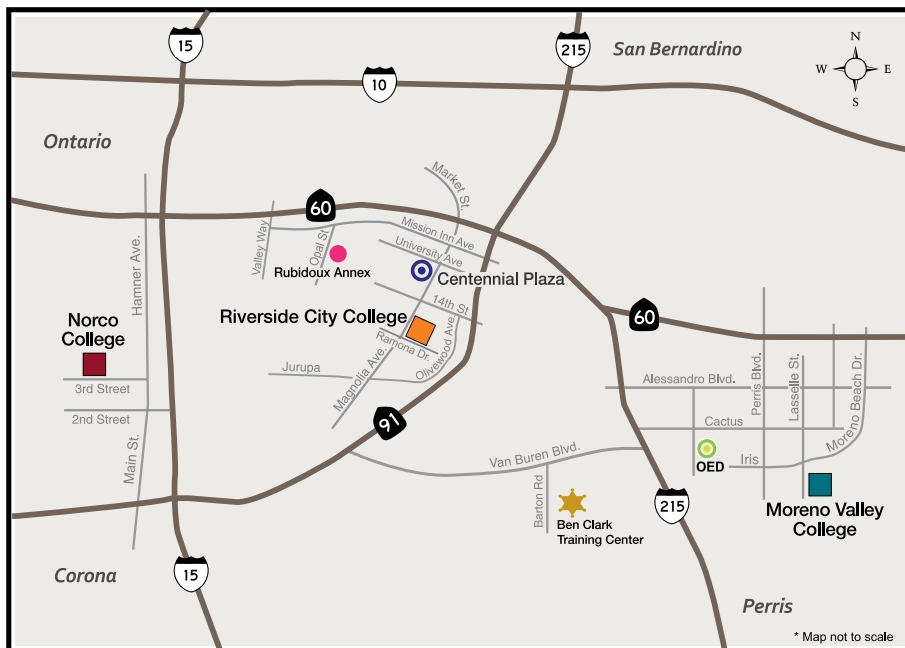






## RIVERSIDE COMMUNITY COLLEGE DISTRICT NORCO COLLEGE

2001 Third Street  
Norco, CA 92860-2600  
(951) 372-7000  
[www.norcocollege.edu](http://www.norcocollege.edu)

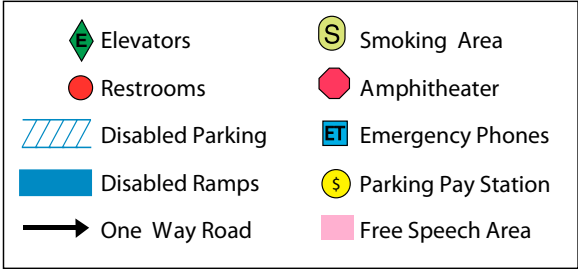


- **Moreno Valley College**  
 16130 Lasselle Street  
 Moreno Valley, CA 92551-2045  
 (951) 571-6100
- **Norco College**  
 2001 Third Street  
 Norco, CA 92860-2600  
 (951) 372-7000
- **Riverside City College**  
 4800 Magnolia Avenue  
 Riverside, CA 92506-1299  
 (951) 222-8000
- ★ **Ben Clark Training Ctr.**  
 16791 Davis Avenue  
 Riverside, CA 92518  
 (951) 571-6300
- **RCCD Office of Economic Development (OED)**  
 23555 Meyer Drive  
 Riverside, CA 92518  
 (951) 571-6474
- **Rubidoux Annex**  
 4250 Opal Street  
 Jurupa Valley, CA 92509  
 (951) 328-3790
- **Centennial Plaza:**  
 Center for Social Justice  
 and Civil Liberties  
 3855 Market Street  
 Riverside, CA 92501
- **RCC Coil School for the Arts**  
 3890 University Avenue  
 Riverside, CA 92501
- **RCC Culinary Arts Academy & RCCD District Offices**  
 3801 Market Street  
 Riverside, CA 92501  
 (951) 222-8800

# NORCO COLLEGE



- |  |   |
|--|---|
| A Student Services - (SSV)                             | K Center for Applied and Competitive Technologies (CACT)  |
| B Science & Technology - (ST)                          | L West End Quad - (WEQ)   |
| C Theater - (THTR)                                     | M Facilities  |
| D Humanities - (HUM)                                   | N Applied Technology - (ATEC)   |
| E College Safety and Police<br>College Resource Center | O John F. Kennedy Middle College High School (JFK)  |
| F Central Plants                                       | P Portables A & B   |
| G Wilfred J. Airey Library - (LIBR)                    | Q Industrial Technology (IT)  |
| H STEM Center 100                                      | R Sports Complex  |
| I Bookstore  | S Brenda and William Davis Center for Student Success (CSS)<br>The Corral (Cafeteria and Dining Room) |
| J STEM Center 200 & 300                                | T Operations Center (OC)  |





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## NORCO COLLEGE ADMINISTRATION

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**Bryan Reece, Ph.D.**

President

**Michael Collins, Ed.D.**

Vice President, Business Services

**Monica Green, Ed.D.**

Vice President, Student Services

**Samuel Lee, Ed.D.**

Vice President, Academic Affairs

**Greg Aycock, Ph.D.**

Dean, Institutional Effectiveness

**Mark DeAsis**

Dean, Admissions &amp; Records

**Kevin Fleming, Ph.D.**

Dean of Instruction, CTE Programs and Grants

**Marshall Fulbright, Ed.D.**Dean of Instruction, School of Arts and Humanities and  
School of Social and Behavioral Sciences**Jason Parks, Ed.D.**Dean of Instruction,  
School of STEM and School of Business and Management  
Director, Title III STEM Grant**Mark Hartley**

Dean, Student Life

**Tenisha James, Ed.D.**

Dean, Student Services

**Daniela McCarson**

Dean, Special Funded Programs

**Debra Mustain**

Dean, Community Partnerships and Workforce Development

**Damon Nance**

Dean, Technology and Learning Resources

**Gustavo Ocegüera, Ed.D.**

Dean, Grants and Student Equity Initiatives

**Colleen Molko**

Associate Dean, CTE/Project Director NSF

**Eva Amezola**

Director, Upward Bound

**Ashley Etchison**

Director, Regional Strong Workforce Marketing

**Miriam Carrillo**

Director, Upward Bound

**Jessica Cobb, Ph.D.**

Director, Inmate Education and Next Phase Program

**Hortencia Cuevas**

Program Director, Student Support Services

**Maria Gonzalaz, Ed.D.**

Director, Student Financial Services

**Lorenzo "Gunny" Harmon, III**

Director, Veterans Resource Center

**Charles Henkels**Apprenticeship Director,  
Career & Technical Education**Albert Jimenez**

Director, Learning Resources Center

**Lisa McAllister**

Director, Health Services

**David Schlanger,**

Director, Career Center

**Javier Sierra**

Interim Director, Facilities

**Maureen Sinclair, Ed.D.**

Director, High School Programs and CREST

**Deon Stowers**

Custodial Manager

**Odili Barrios**

Assistant Manager, Food Services

**James McMahan**

Grounds Supervisor

**Sergeant Richard Henry**

Safety and Police

**Vacant**

Technology Manager

# Riverside Community College District 2018-2019 ACADEMIC CALENDAR

June 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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July 2018						
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August 2018						
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September 2018						
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30						

October 2018						
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28	29	30	31			

November 2018						
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December 2018						
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30	31					

January 2019						
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27	28	29	30	31		

February 2019						
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March 2019						
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24	25	26	27	28	29	30
31						

April 2019						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31*	

June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7**	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

\* May 31- Day Classes Meet/Evening Final Exams for Classes Meeting Friday Late Afternoon and Evenings Only  
 \*\* June 7 - Morning and Early Afternoon Final Exams and Evening Commencement

- Required Day for New Faculty - August 21
- Summer Session 2018  
June 18 - July 26 (6 weeks)  
Weekend Classes: June 23 - July 22
- FLEX Days  
Fall: August 22, 23 and 24  
Spring: February 8
- Fall 2018  
August 27 - December 14  
Weekend Classes: September 1 - December 9
- Part-time Faculty Orientation to be arranged by college
- Legal Holiday/Day of Observance
- Winter Session 2019  
January 2 - February 7 (6 weeks)  
Weekend Classes: January 5 - February 3
- Commencement (June 7)
- Spring 2019  
February 11 - June 7  
Weekend Classes: February 23 - June 2
- Classes Not in Session
- Final Exams  
Fall: December 8 - 14  
Spring: May 31 (evening) - June 7 (Morning)

For final exam schedule, please refer to the Class Schedule.  
 Graduation: June 7, 2019  
 The application deadline to walk in the Commencement Ceremony is April 1, 2019



Section I

# GENERAL INFORMATION

## MISSION

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

## VISION

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

## GOALS AND STRATEGIES 2013-2018

### Goal 1: Increase Student Achievement and Success

Objectives:

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

### Goal 2: Improve the Quality of Student Life

Objectives:

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

### Goal 3: Increase Student Access

Objectives:

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

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

### Goal 4: Create Effective Community Partnerships

Objectives:

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

### Goal 5: Strengthen Student Learning

Objectives:

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

### Goal 6: Demonstrate Effective Planning Processes

Objectives:

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

### Goal 7: Strengthen Our Commitment to Our Employees

Objectives:

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

## CORE COMMITMENTS

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

### MUTUAL RESPECT

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

### COLLEGIALITY

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

### INCLUSIVENESS

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

### INTEGRITY

Maintaining an open, honest, and ethical environment.

### INNOVATION

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

### QUALITY

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

### ACCESS

Providing open admissions and comprehensive educational opportunities for all students.

### STUDENT SUCCESS

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

### CIVIC ENGAGEMENT

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

### ENVIRONMENTAL STEWARDSHIP

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

## ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure:

“Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression.”

“Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.”

“The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.”

“The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject.”

“Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.”

“The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

This aligns with Title 5 section 51023 and with the standards set forth by the College's accrediting body; the alignment is evidenced by the adoption of Board Policy 4030.

## ACADEMIC YEAR

The academic year consists of fall and spring semesters, which extend from August to June, plus summer and winter sessions that begin in June and January, respectively. The calendar for the 2018-2019 academic year appears in the front of the catalog. Courses offered during the various terms are similar in scope and maintain equivalent standards.

## ACCREDITATION

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

Norco College is approved under the regulations of the Board of Governors, California Community Colleges, by the Office of Private Postsecondary Education for the training of Veterans, by the United States State Department for non quota immigrant students, and by the United States Department of Education. The University of California, the California State University and Colleges and other colleges and universities give full credit for appropriate courses completed at Norco College.

## PROGRAM LENGTH

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

## WHO MAY ATTEND

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

- Have graduated from high school or
- Have passed the CA High School Proficiency Exam or
- Have passed the GED examination or
- Did not graduate from high school but are 18 years of age or older or
- Are eligible high school students who have been accepted to the John F. Kennedy Middle College high school program or
- Are eligible high school students in grades 11 and 12 who have been approved for high school concurrent enrollment or
- Are international students who have satisfied specific international student admissions requirements by specified deadline.

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

## Open Enrollment

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

## High School/Concurrent Enrollment

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

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

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

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

Approved high school students may take up to eight units for fall/spring terms and five units for the summer term. High school students are not allowed to take physical education classes.

## ADMISSION AND REGISTRATION OF STUDENTS

Students need to apply if:

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

**Please note students no longer need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).**

Online applications can be submitted at [www.norcocollege.edu](http://www.norcocollege.edu) and take approximately 24 hours to process (excluding weekends and holidays). The application period for a term closes as follows: Spring and Fall - First Friday after the start of the term; Winter and Summer - First day of the term. Computers and additional assistance are available on the second floor of the Student Services building.

## Schedule of Classes

The Schedule of Classes is available at [www.norcocollege.edu](http://www.norcocollege.edu). Open classes can be viewed on WebAdvisor at [www.norcocollege.edu](http://www.norcocollege.edu) approximately 6-8 weeks before the term begins.

## Registration

Priority registration is granted to eligible student Veterans, former foster youth, EOPS, DRC and CalWORKs students. In addition, college-approved groups may receive early registration access as long as criteria are met. Effective fall 2012, the order of registration for continuing, new, and returning students was updated with Administrative Procedure 5056 to align with the Statewide Student Success Act. Registration appointments as well as information on holds that may restrict registration may be viewed on WebAdvisor at [www.norcocollege.edu](http://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. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeals may only be approved once and subsequent appeals will not be considered. Before registering, students must complete any necessary requirements; i.e., Online Orientation, Assessment, Counseling. Refer to the section on Matriculation: “Are You Exempt From Matriculation?” for more information. Students with a readmit contract are limited to the



prescribed unit load approved by an academic counselor. Students can pay fees by credit card on WebAdvisor, mail a check or money order or pay at one of the colleges. See the Schedule of Classes at [www.norcocollege.edu](http://www.norcocollege.edu) for payment and refund deadlines. Your account summary can be viewed or printed on WebAdvisor. All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.

### Waitlists

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the next eligible student will automatically be added and his/her account charged with enrollment and other required fees. Changes in waitlist status are emailed to the student's college email address and are posted in WebAdvisor. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline.

### Procedure for Adding and Dropping Classes

Once a class has begun, a student will need the instructor's permission to add a class. Students may add classes through WebAdvisor at [www.norcocollege.edu](http://www.norcocollege.edu) using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. All course adds or drops need to be completed by the deadline posted in the Class Schedule and on WebAdvisor.

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

### Units for Full-Time/Part-Time Status

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring semesters and six units of credit for the winter/summer sessions. Students who are enrolled in less than 12 units for fall/spring terms or less than six units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum number of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

Students in the Accelerated Certificate and Employment (ACE) program may be exempt from the minimum GPA requirement, but may require counseling approval prior to registering.

### 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.

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

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

### Face-to-Face Courses

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, section 58003, 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The faculty, staff, and administration of RCCD expect all students to attend every meeting of all classes for which they are registered. Of particular importance is the first class meeting of the semester during which the Instructors of Record determine adds and drops. Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the Instructor of Record. Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the Instructor of Record. The faculty, staff, and administration of RCCD are therefore strongly recommending that all students are present in each of their classes at the start of all of their classes and that all students should know and understand the attendance policy for every class in which they are enrolled.

### Distance Education Courses

By their nature, fully online courses do not meet face-to-face, but the importance of regular student engagement and attendance as evidenced in the following ways is of particular importance for maintaining a student's place in the class.

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the Instructor of Record. Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

### 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.

### Apprenticeships

Enrollment in an apprenticeship course is limited to registered apprentices; however, anyone meeting the apprenticeship requirements can apply for acceptance. Students must first complete the application process for the specific apprenticeship program. Information on admission to apprenticeship programs can be

obtained from the local Joint Apprenticeship Training Committee (JATC) having jurisdiction over the trade in which you are interested.

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

### Exemptions to Remedial Limitation

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

### Prerequisite

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

### Corequisite

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

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

### Advisory

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

### Official Evaluation of Credit Completed at Other Schools

Students who have completed credit at RCCD or other institutions and wish to obtain a Riverside City College, Moreno Valley College or Norco College degree, certificate, or transfer to a CSU or UC, may request an official evaluation by completing a "Student Request for Official Evaluation" form. These forms are available during a counseling meeting. The student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations office once all official transcripts (ones that are received by RCCD directly from the issuing institution) are received. A copy of the completed evaluation will be forwarded to the student.

### Health Requirements

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the Dean of Student Life about sports physicals.

## MATRICULATION

The matriculation program (now known as Student Success and Support Program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are provided an evaluation of orientation, basic skills, counseling, completion of an educational plan and follow-up services. All first-time college students must complete Orientation, Assessment, and Counseling prior to registering for classes.

It is the student's responsibility to a) complete orientation and placement testing 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.

### Orientation

All first-time college students must complete a freshman online orientation prior to taking their assessment test. This online session introduces students to services and educational programs at Norco College and provides students with information on registration procedures, assessment test preparation, and academic support resources available at the college. To access orientation, please log on to your WebAdvisor account and click on the online orientation link under the academic planning header. Students should then make an online appointment with the Assessment Center to take the assessment test.

### Assessment of Basic Skills

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

Most new students are required to take an assessment test before enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses. 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 assessment tests administered by the Norco College Assessment Center. Students can make an appointment for their assessment test two business days after completing their online orientation. To schedule an appointment, please visit the Assessment Center webpage at [www.norcocollege.edu](http://www.norcocollege.edu). Students who are unable to successfully schedule an appointment online may contact the Assessment Center for assistance. During most times of the year, appointments fill one to two weeks in advance. Hours of operation are posted outside the Assessment Center, available online at the Assessment Center webpage, and via telephone at (951) 372-7176.

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

Students who have completed the Accuplacer test at another college can petition to have those test results evaluated for use at RCCD. The student's Accuplacer test print-out (not a student records program print-out) showing the test raw scores must be submitted in person at one of the Assessment Centers along with a special Matriculation Appeal petition. 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 Center website below.

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

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 80, 60A or 60B) during their first or second semester of enrollment. Students who do not meet Riverside Community College District's reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken at the college. Development of competent reading and writing skills is necessary for the student's success as more and more college courses put increasing emphasis on the student's ability to read at a college level and to write clear, correct English.

### Counseling

Online counseling is the third and final component of the OAC process. Two business days after taking the assessment test, students should develop a one semester student education plan. To complete this step please log on to your WebAdvisor account and click on the "View First Semester Ed Plan" under the academic planning header. The one semester education plan will incorporate the placement scores as a part of the course suggestions for the semester. If you have any further questions, please call (951) 372-7101 or stop by the Counseling department. New students are encouraged to complete Guidance 45 (Introduction to College) during their first semester at RCCD.

### Counseling for Continuing Students

Continuing matriculated students are entitled to see a counselor who can recommend appropriate coursework based on assessment results, review of past school records, and other information provided by the students. Students who have attended other college(s) must request to have an official transcript(s) sent to Norco College before scheduling counseling appointments or requesting a Student Educational Plan (SEP).

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

### Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following Board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
  - Advance in current career/job
  - Maintain certificate/license
  - Educational development
  - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

### Follow-Up

Counselors and teachers will provide follow-up activities on behalf of matriculated students. “Early Alert” follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. “Probation/dismissal” activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

### Students Rights and Responsibilities

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five 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 and a student has not started the course sequence 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 or
- After successfully completing an RCCD Math or English sequence course with at least a "C" or "P" grade, a student can retake the Math or English Placement test.

**Please Note: Retesting is limited to once per five-year period for the math or English placement tests.**

It is the student’s responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal. The student is also responsible for participating in counseling, attending class, completing assignments and maintaining progress toward that educational goal.

If you have questions regarding the matriculation process, please contact the Counseling department at Norco at (951) 372-7101.

### Student Educational Plan (SEP)

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. Students who have attended other college(s) must request to have an official transcript(s) sent to Norco College before scheduling counseling appointments or requesting a Student Educational Plan (SEP). To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. *Due to a high demand for counseling during the winter and summer sessions, it is highly recommended that continuing students see a counselor during the spring and fall semesters to complete a Student Educational Plan.*

A student’s college program will be more meaningful if he or she has acquired a clear educational objective. This may be a desire to broaden his or her knowledge as a foundation for upper division college work or to develop marketable occupational skills. A student undecided about objectives may receive help by studying the sections in the catalog entitled “Curricular Patterns.” The student is also invited to discuss personal goals with a college counselor.



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

## FEES/RESIDENCY REQUIREMENTS

### Enrollment Fees - California Residents

Students shall be classified as California residents for enrollment fee purposes when they have been a legal resident of California one year and one day prior to the term of application. The one year period begins when a student is not only present in California but also has demonstrated clear intent to become a permanent resident of California. Residency determination is made as of the first day of the term of application. All documents needed to prove residency must be submitted prior to that date.

The enrollment fee for California residents is set per state legislation.

### Non-Resident Tuition and Fees

A student who is not considered a California resident for enrollment fee purposes is eligible for admission to a college in the Riverside Community College District. Non-resident students are required to pay non-resident tuition in addition to the resident enrollment fees. Out-of-country non-residents, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee, and nonresident fees. International applicants pay an Admission application fee and Health insurance fee.

### AB 540 Non-Resident Fee Waiver

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit enrollment fee.

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

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

A student who meets the qualifications for the Non-Resident Fee Waiver is exempt from paying out-of-state tuition and will pay the per unit resident enrollment fees.

### SB 141 Non-Resident Fee Waiver

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

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

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

### Health Fee

Every student, including those who qualify for a California College Promise Grant (CCPG), is required to pay a health services fee as per Title 5 state regulations. Students who rely on faith healing, or who are participating in approved apprenticeship programs, are exempt from paying the health fee. Students must apply for this waiver by submitting a Health Services Fee Waiver Request and supporting documentation to the Health Services office. The form is available at the Health Services office.

### Parking

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

### Transportation Fee

The Transportation fee provides free transportation on RTA fixed routes for Moreno Valley College, Norco College and Riverside City College students. See <http://www.norcollege.edu/services/admissions/pages/TuitionandFees.aspx>.

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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 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 for out-of-print materials; 2) A processing fee of \$10; and 3) Any overdue fines (the maximum overdue fine for reserve materials is \$20 and the maximum overdue fines for circulating items are \$10).

**Refunds:**

If the item is returned after the bill is issued (within one year), the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

**Library card fees:**

Community members may purchase a library card for \$5 per term upon proof of District residency, and age of 16 years or older (California Driver License, California Identification Card, or Military Identification Card).

**Books, Equipment and Supplies**

The cost of books and equipment depends upon the courses elected and the amount of work undertaken. The Norco Bookstore has many choices for students to purchase their books. We offer a successful rental program, many digital options, and used and new textbooks. In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes.

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

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

The Norco Bookstore will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos).

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

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

**RCCD TRANSCRIPTS**

The RCCD transcript includes coursework completed at Norco College, Moreno Valley College, and Riverside City College. Official student transcripts may be requested on WebAdvisor at [www.norcocollege.edu](http://www.norcocollege.edu) or by placing an order directly through TranscriptsPlus at [www.credentials-inc.com](http://www.credentials-inc.com).

The first two transcripts ordered at RCCD will be free of charge. There is a \$7 fee for each additional official transcript requested. Transcripts may take two to three business days to process. For expedited services, students may select additional service options:

- Rush Service (24 hours): Additional \$10
- Same day: Additional \$13

Transcripts may be delivered electronically, mailed with first class postage, or printed on campus for pick up. Unofficial transcripts are available free of charge on WebAdvisor. Transcript fees are subject to change. Please check our website for updates of charge.

**Enrollment Verification**

Students may request an Enrollment Verification form from Admissions & Records to verify course enrollment (hours and unit value), fees, grade point average, and student enrollment status in any given term. The first two enrollment verification forms are free of charge and each request thereafter is \$2. Refer to Units for Full-time/Part-time Status for details.

**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 coursework on official transcripts validated for English, Mathematics, and other prerequisites. Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student’s record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to RCCD. See *Section III Graduation Requirements* in this catalog for further information on course acceptance from other institutions.

**International Students in F-1 Visa Status**

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



### REFUND DEADLINES FOR FEES

RCCD shall refund any enrollment fee paid by a student who withdraws from a class during the first two weeks of instruction of a full-term 16-week course or before 10% of a short term course has passed. Refund deadlines are available on WebAdvisor at [www.norcocollege.edu](http://www.norcocollege.edu).

#### Holds on Records

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

### MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces is also exempt from non-resident tuition. A qualified Veteran and/or dependent who resides in California and are attending a California school within three years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

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

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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.







Section II

# STUDENT INFORMATION

STUDENT INFORMATION



## ACADEMIC APPEALS BY STUDENTS

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

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

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

## ACADEMIC HONESTY

Academic honesty and integrity are core values of the Norco College. Students are expected to perform their work independently (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the Standards of Student Conduct and Discipline Procedures section in the catalog and at [www.norcocollege.edu/Documents/Academic%20Dishonesty.pdf](http://www.norcocollege.edu/Documents/Academic%20Dishonesty.pdf). Faculty, students, and administrators all share the responsibility to maintain an environment which practices academic integrity.

## ACADEMIC RENEWAL

Academic renewal allows a student who experienced academic difficulties during earlier attendance to have grades for a particular period of time excluded from the calculation of the RCCD grade point average. All courses and grades remain on the student's permanent academic record. Petitions forms are available online at [www.norcocollege.edu](http://www.norcocollege.edu) on the Admissions & Records webpage under "Forms." The policies are as follows:

1. A student may request academic renewal for not more than two terms (fall, winter, spring, summer) of grades. A maximum of 24 units of substandard grades and credits, which are not reflective of a student's present ability and level of performance, will be disregarded.
2. At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the two terms to be disregarded in calculating the grade point average obtained at Riverside Community College District. If using coursework from another college or university, the student must submit an official transcript from that institution to be submitted with the academic renewal petition.

3. If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no substandard units for work taken during the alleviated term(s) will apply toward graduation or any other unit commitment. However, all work will remain legible on the permanent record to ensure a true and complete academic history.
4. A student may be granted academic renewal only once.

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

## COURSE PREREQUISITES AND COREQUISITES

All course prerequisites and corequisites will be enforced. This includes both required prerequisite courses as well as required assessment preparation levels. The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading. The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL. All placement tests taken prior to July 1, 2001 are no longer valid.

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course. A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course.

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the Admissions & Records office and request a prerequisite validation of the appropriate course(s) to validate the course that will meet RCCD requirements. Prerequisite validation request forms may be obtained from the Counseling department in the César E. Chávez Admissions and Counseling Building at Riverside City College, and the Student Services offices at Moreno Valley and Norco colleges. For information on challenge procedures, see page 7.

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

## THE ARTS

### Art

The visual arts at Norco College play a significant role in students' lives. Classes in painting, drawing, figure drawing, design, art history, computer/digital/gaming art, and illustration give students access to outstanding studio facilities and faculty. Our industry-recognized faculty are here to facilitate creation and further student opportunities in many areas of art. The College Art Gallery is located on the first floor of the Science and Technology Building. It is an exceptional facility, displaying both traditional and digital works. Regularly scheduled exhibitions feature student work as well as the works of local artists providing a variety of culturally diverse art to the college and surrounding community.

### Music

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

### ATHLETICS

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

- Men: Soccer
- Women: Cross Country
- Women: Soccer

Questions about athletic eligibility should be directed to the Athletic Director in the Office of Student Life.

### CALWORKS

The Norco College CalWORKs program assists students who are receiving Temporary Assistance for Needy Families (TANF). CalWORKs is designed to promote self sufficiency through employment and education. Students who remain in good standing with the college and CalWORKs at the county are eligible to receive program support services. CalWORKs provides advocacy with the Department of Public and Social Services (DPSS). For eligible students, work study opportunities are also available.

Program benefits include: priority registration, intensive case management, assistance with job placement, counseling and career advisement, and other support that promotes success.

It is recommended that students participate in at least two hours of study time for every lecture hour in class. Below is a chart converting units to hours spent in class along with the recommended study time per term for on-campus, online and hybrid classes.

Course Units:	Class Lecture Hours Per Term:	Recommended Study Time Per Term:
1 Unit	18 Hours	36 Hours
2 Units	36 Hours	72 Hours
3 Units	54 Hours	108 Hours
4 Units	72 Hours	144 Hours
5 Units	90 Hours	180 Hours
6 Units	108 Hours	216 Hours

To be served by the CalWORKs program at Norco College, students must have “Norco” as their home college on their admission application. The program continues to recruit eligible student’s year around. Call (951) 372-7052 for more information and to schedule your intake appointment.

### CAREER CENTER

The Career 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 goals at Norco College. The Center collaborates with Career and Technical Education to promote career activities and co-hosts the fall and spring Job Fair.

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

Our services include:

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

For more information call: (951) 372-7147 or email [career@norcollege.edu](mailto:career@norcollege.edu).

### COLLEGE BOOKSTORE

Students are able to order their textbooks when registering through WebAdvisor. A textbook list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers choices for textbooks:

**Rentals** - Over 60 percent (and growing) of titles are available to rent which means students can get significant savings off of the new and used book prices. Students can highlight and take notes in books, but are asked to return books in a condition that allows for resale. The card that is used to secure the rental may not be a prepaid card. Students will need a valid debit or credit card number on file to secure a rental.

**Used** - Save 25 percent off the new textbook price.

**E-textbooks** - Save up to 60 percent by buying or renting a digital book, an instant download from [www.norcollege.edu/bookstore](http://www.norcollege.edu/bookstore). Textbooks are due back to the bookstore on the last day of finals of the semester for which they were rented. Please visit [yuzu.com](http://yuzu.com) for more information on digital textbooks and for system requirements.

**New** - a new book, previously unsold and unused.

Remember to sell your new textbooks back to the bookstore and get up to 50 percent cash back. The bookstore also offers a variety of supplies for classes as well as items to show off your school spirit. The store has a prepaid laptop program where it provides students with affordable technology solutions. Please visit the store for more details.

The bookstore gladly accepts MasterCard, Visa, American Express, Discover, ATM debit cards and Barnes & Noble gift cards. Checks, however, are not accepted. Full refunds will be given the first week of class with an original receipt and the book must be in the same condition when it was purchased. Visit the website [www.norcollege.edu/bookstore](http://www.norcollege.edu/bookstore) for the complete return policy.

## COUNSELING DEPARTMENT

The mission of the Norco College Counseling Department is to foster and promote the intellectual, emotional, social and cultural development of students by offering a wide range of counseling, career, instructional and educational services. Our counselors 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/drop-in counseling, and online counseling
- Online and In-Person Orientation Orientation
- Student Educational Plans (SEPs)
- Academic progress/probation/dismissal counseling
- Transfer course selection for UC, CSU and private universities
- Information on certificate and associate degree requirements
- Instruction of guidance courses
- Assessment and interpretation of personality, interest and career inventories
- Referrals to other support services
- Career exploration advisement
- Success workshops

### How To Meet With a Counselor

New students may make an appointment with a counselor after completing Orientation, Assessment, and First Semester Ed. Plan Counseling (referred to as OAC). OAC is completed online through WebAdvisor. Students who select Norco College as their home college may schedule a counseling appointment by visiting the counseling website at [www.norcollege.edu/services/counseling](http://www.norcollege.edu/services/counseling). If a student is unable to keep an appointment, please call and cancel or reschedule 24 hours prior. Drop-In Counseling is available to all students on a first come, first served basis. Counseling hours vary by semester or term. Counseling services are offered in the Learning Resource Center, the Career Center and the Counseling Department. The Counseling Department is located on the second floor of the Student Services building. For further information, call (951) 372-7101 or visit the counseling website.

## DISABILITY RESOURCE CENTER

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

Accommodations are available to students with:

### Physical Disabilities:

Acquired Brain Injury  
Amputations  
Arthritis  
Cerebral Palsy  
Multiple Sclerosis  
Muscular Dystrophy  
Orthopedic Disabilities  
Post-Polio Disabilities

### Learning Disabilities:

Average to above average intellectual ability with a verifiable learning disability.

### Other Health Impairments:

Cardiac Disease  
Diabetes  
Epilepsy  
Psychological Disabilities

### Communicative Disabilities:

Deaf  
Hearing Impaired  
Speech Impaired  
Respiratory Disease

### Temporary Disabilities:

Broken Bones  
Post Operative Recovery  
Other

### Support Services Available Include:

Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)  
Counseling  
High Tech Center (Adaptive computer equipment) and assistive devices  
Interpreters/RTC for the Deaf  
Liaison with other agencies  
Mobility assistance  
Note-taking services  
Priority registration  
Test facilitation

Trained professionals are available in the Disability Resource Center to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: (951) 372-7070 or email [drc@norcollege.edu](mailto:drc@norcollege.edu).

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

## DISCIPLINE

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



Student Conduct and Student Discipline Procedures sections in the catalog).

Norco College has zero tolerance for harassing or discriminatory behavior.

## DUAL ENROLLMENT PROGRAMS

### John F. Kennedy Middle College High School

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

### College and Career Access Pathways

Eleanor Roosevelt High School (ERHS), located in Eastvale, CA, is a comprehensive high school offering Norco College courses through the College and Career Access Pathways Program (AB288). Interested students should inquire directly with ERHS personnel for availability or visit [www.cnusd.k12.ca.us/erhs](http://www.cnusd.k12.ca.us/erhs) for additional information.

Students in various Dual Enrollment programs are required to complete the Norco College online application and print a copy of the confirmation page at the end of the process. The confirmation page should be submitted, along with a completed School/Parent Approval Form (available at each of the respective high schools), by the published application deadline.

For information regarding enrollment, deadlines, and restrictions, please visit the Admissions & Records webpage at [www.norcocollege.edu/services/admissions](http://www.norcocollege.edu/services/admissions).

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

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

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

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

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

- California resident/eligible AB 540 students
- Enrolled in 12 units or more (Fall/Spring Semesters)
- Completed less than 45 degree applicable units
- Qualify for the California College Promise Grant
- Demonstrate educational disadvantage

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

## Cooperative Agencies Resources for Education (CARE)

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

CARE students may be eligible to receive the following services:

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

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

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

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

## OUTREACH SERVICES

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

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

For a campus tour or more information about Norco College, call (951) 739-7856.

## 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.

### The Free Application for Federal Student Aid (FAFSA)

The initial application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [www.fafsa.gov](http://www.fafsa.gov) and workshops are available throughout the year to assist students with completion of the FAFSA. For workshop times and dates, please view our website at: [www.norcocollege.edu](http://www.norcocollege.edu) and select "Financial Aid." The FAFSA application must be completed for each academic year. The Norco College Title IV code of 041761 must be listed on your FAFSA record(s) in order for our department to receive your application. If you are a Norco College student, please make sure to list the school code for your home college on the FAFSA application. You can locate school codes by selecting the "School Code Search" link on the main page of the FAFSA website. The

FAFSA is available October 1<sup>st</sup> of each year and will determine eligibility for the following academic year. It is recommended that the FAFSA be completed prior to March 2<sup>nd</sup> to ensure priority processing and to maximize your funding.

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

### DREAM Act Application for California State Aid

Undocumented students who meet AB 540 eligibility criteria may apply for and receive state-funded financial aid such as: the California College Promise Grant, Cal Grant, Full-time Student Success Grant and Chafee Grant. The CA DREAM Act application can be completed at <https://dream.csac.ca.gov>. The Norco College school code of 04176100 must be listed on the DREAM application for Student Financial Services to receive your application.

If you are considered a dependent student and cannot provide your parents' information on the FAFSA/DREAM Act application, we ask that you first complete the FAFSA/DREAM Act application and submit it online. If after completing the FAFSA/DREAM Act 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).

Options for financial aid disbursements will include: Bank Mobile Vibe, direct deposit into your personal bank account, or a check. Please refer to the financial aid website for additional information on selecting your method of disbursement.

\* FAFSA/DREAM Act application

\*\* Completing the DREAM Act application will determine your eligibility for state aid.

Completing the FAFSA/DREAM Act will determine your eligibility for the following:

- **California College Promise Grant (CCPG)** is a state program which waives enrollment fees for qualifying CA resident students. If determined eligible, the CCPG will waive enrollment fees for the entire academic year beginning with summer and ending with the following spring. During the fall and spring semesters, the parking fee will be reduced to \$20 per semester. The CCPG does not pay for books, educational supplies, student services or health fees, or additional class fees (such as art and CPR fees as listed in the schedule of classes). To apply, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list Norco College school code #041761, or the Dream Act Application at [www.dream.csac.ca.gov](http://www.dream.csac.ca.gov) and list Norco College school code #04176100. You will automatically be awarded the

CCPG if eligible. You will receive an email at your RCCD student email account notifying you when your CCPG 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 & 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 & Records account balance. Non-Resident Tuition Deferment Forms must be submitted each semester. For more information, view the "Information for Non-Resident Students" chapter in our consumer guide online at [www.norcocollege.edu](http://www.norcocollege.edu).

- **The California College Promise Grant Policy**

The California Community Colleges Board of Governors approved a policy change that took effect in fall 2016 as part of the Student Success Act of 2012 (SB 1456). This change places conditions on eligibility for the California College Promise Grant. Students must meet satisfactory academic and progress standards to be eligible to receive the CCPG. This includes meeting a minimum of 2.0 cumulative GPA and completing more than 50% of the units attempted each fall and spring semester. Students with two consecutive semesters of not meeting academic and/or progress standards will lose their CCPG effective fall of 2016. Foster youth are exempt from this change and will not lose CCPG eligibility based on academic probation.

**NOTE: Students with extenuating circumstances will have the opportunity to appeal the loss of CCPG waiver. A student may complete a CCPG appeal form with Admissions & Records. A notification of the processed appeal with an approved or denied decision will be e-mailed to the student.**

- **Federal Pell Grant (up to \$5,920 for the academic year, subject to change)** is awarded to eligible undergraduate students to assist in paying for educational expenses and is awarded based on financial need. Unlike loans, Pell Grants do not have to be repaid (unless you withdraw from courses and owe a refund or do not successfully pass your courses). The information that you provide on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine if you are eligible for the Pell Grant and the amount. How much you receive will depend not only on your EFC but also on the number of units you are enrolled in and whether you attend school for a full academic year. Students enrolled less than half time (less than 6 units) may qualify for a Pell Grant. Once you have completed all application procedures with the SFS Office, your Pell Grant eligibility will be determined. You will receive an award letter via your RCCD student email indicating that

your award has been posted on WebAdvisor. The award letter on WebAdvisor will list how much financial aid you have been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Please note that you may not receive Pell Grant funds from more than one school for the same period of enrollment.

- **Federal Supplemental Educational Opportunity Grant (FSEOG) (up to \$1,000 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 2<sup>nd</sup> deadline and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- **Cal Grants** (up to \$1,672 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 2<sup>nd</sup> of every year. For students attending California Community Colleges, there is an additional deadline of September 2<sup>nd</sup>. To apply for the Cal Grant awards, you need to complete the FAFSA or DREAM Act Application 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 & 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 or DREAM Act 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](http://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).
- **Federal Work Study** (earn up to \$3,500 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](http://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](http://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 [www.nslds.ed.gov](http://www.nslds.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 & 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](http://www.norcocollege.edu) for a full list of requirements for applying for a student 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](http://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](http://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](http://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 on the Financial Aid webpage under the section: "Grants and Scholarships."
- You may also find additional scholarship resources in the reference section of any library or on the internet at free scholarship search sites such as [www.fastweb.com](http://www.fastweb.com), [www.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.scholarships.com](http://www.scholarships.com), [www.scholarsite.com](http://www.scholarsite.com), and [www.scholarshiphunter.com](http://www.scholarshiphunter.com).
- If you are awarded a scholarship from a source outside of 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.

### Counseling Services

The counseling services are available through the Counseling 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

### 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/Dream Act application 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 in the Counseling office. To schedule an appointment with an SFS counselor please contact the counseling department at: [www.norcocollege.edu](http://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.
- **AB 540 eligible students**, that are undocumented, may apply for and participate in the California College Promise Grant, Cal Grant, Chafee Grant, and Full-Time Student Success Grant.
- **Return of Title IV funds**  
If you receive federal or state financial assistance and you drop or fail to successfully complete any 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 California College Promise Grant). All students must determine their home college within the RCC District in order to receive financial assistance. All units taken within



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

- **Satisfactory Academic Progress**

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

- **Contact information**

Be sure to keep your RCCD mailing address, phone number and RCCD 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 & 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 Federal financial aid applicants. We cannot process most types of financial assistance without your Social Security number on file, unless you are undocumented and receiving financial aid through the CA Dream Act Application.

- **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/Dream Application, turned in all documents requested by the SFS office, and enrolled accordingly. For dates of deadlines and disbursement, please view our consumer guide on our website at [www.norcollege.edu](http://www.norcollege.edu) or pick up a disbursement schedule at the Student Financial Services department at Norco College.

- **Veterans:** Applying for financial assistance through the FAFSA application does not affect your GI Bill benefits. All veterans should apply for financial assistance by completing the FAFSA application online at [www.fafsa.gov](http://www.fafsa.gov).

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

Norco College  
Riverside Community College District  
Student Financial Services Office

## 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:

Monday - Thursday: 7 am - 8 pm

Friday: 7 am - 1 pm

Saturday - Sunday: Closed

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

## FOSTER YOUTH SUPPORT SERVICES (PHOENIX SCHOLARS)

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

Services may include:

- Assistance with financial aid (including the Chafee grant)
- Life skills workshops
- Priority registration
- Referrals to EOPS/SSS/student employment opportunities
- Referrals to on- and off-campus resources

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

- Must be a current or former foster youth or “ward of the court”
- CA resident
- 16-26 years old for most services

For more information, call (951) 372-7058.

## HEALTH SERVICES

The Health Services office is located in the lower level of the Library building. Our office is open Monday through Thursday from 8:00 am to 4 pm and Friday 8 am to 2 pm. 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 include: first aid/emergency care; basic hearing /vision screenings; in-house Blood Sugar testing, Strep Throat testing, and pregnancy testing; over-the-counter medications; psychological counseling; and evaluation and treatment of common health problems and well women exams by our physicians and nurse practitioner. For complex cases, we offer referrals to outside health agencies in the community.

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

We are here to serve you! All medical records and discussions with our staff are strictly confidential.

## HONORS PROGRAM

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

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

- 3.0 GPA in nine 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 1<sup>st</sup> time college students need:

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

### Benefits:

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

For more information:

[www.norcocollege.edu/academics/honors/Pages/index.aspx](http://www.norcocollege.edu/academics/honors/Pages/index.aspx)

Facebook page (“RCCD Norco Honors Program”)

Video [www.youtube.com/RCCDHonors](http://www.youtube.com/RCCDHonors)

## INFORMATION CENTER

If you have news or information you want to give out for free, bring a copy to the Office of Student Life, Room 205A in the Center for Student Success (CSS) and it will be displayed at the College.

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

## CENTER FOR INTERNATIONAL STUDENTS AND PROGRAMS

The Center for International Students and Programs (CISP) oversees the Student and Visitor Exchange Program (SVEP) which authorizes RCCD to host foreign national students in compliance with the Department of Homeland Security (DHS). Riverside City, Moreno Valley and Norco colleges host nearly 400 international students each semester from over 50 countries.

Riverside California offers international students the opportunity for a quality American college experience in a state known throughout the world for its superior education system. As an integral part of the California higher education system, RCCD offers associate degrees for transfer and students may also take advantage of the Transfer Admission Guarantee (TAG) program at several UCs.

## INTERNATIONAL EDUCATION/STUDY ABROAD

The faculty-led study abroad program provides students with unique opportunities to enroll in an academically rigorous program of study set in a variety of cultural settings that enable students to participate in cross-cultural experiences as part of the global community.

Previous fall and spring programs have been offered in Florence, Italy, the “birthplace of the Renaissance,” and Dublin, Ireland, voted the “friendliest city in the world.” The two-week summer tours have been offered in Costa Rica, the Czech Republic, Hungary, Greece, Turkey, Morocco, Kenya, Spain, and France.

For more information contact the International Education/Study Abroad office at (951) 222-8160.

## 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 am - 7 pm

Friday: 7:30 am - 4 pm

Circulation Services: (951) 222-8651

Reference Desk: (951) 222-8652

**Moreno Valley Library** (Moreno Valley College)

Monday – Thursday: 8 am - 7 pm

Friday: 8 am - 1 pm



Circulation Services: (951) 571-6111  
Reference Desk: (951) 571-6447

### **Wilfred J. Airey Library** (Norco College)

Monday – Thursday: 7:30 am - 8 pm

Friday: 7:30 am - 1 pm

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 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.

## **CAMPUS ACTIVITIES**

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 205A (CSS 205A) and is available online at [www.norcocollege.edu/asnc](http://www.norcocollege.edu/asnc). Please stop by and find out how you can get involved and follow us on Facebook and Instagram @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 clubs and organizations or form new clubs or organizations. Not all clubs listed here are currently active. For an updated list, visit [www.norcocollege.edu/clubs](http://www.norcocollege.edu/clubs). The Clubs and Organizations Guide offers procedures for starting a new club. The club guide is available in the Office of Student Life (CSS 205A).

### **Honors**

Phi Theta Kappa Honor Society

### **Religious**

Mustangs for Christ

### **Academic**

American Criminal Justice Association

Anthropology Club

Drama Club

Game Development Organization

Music Industries Club

Norco Choir

Norco Karate Organization

Philosophical Affairs Club

Political Science Club

Pre-law Society

Puente

Software Engineering Club

Spanish Club

STEM

Umoja

## **Special Interest**

Art Club

Circle K International (Kiwanis Club)

Dance Club

Dreamers and Leaders Club

Gender and Sexuality Awareness (GSA) Club

Men of Color Mentoring Club

Public Health and Wellness Club

Rising Scholars

Veterans Club

Student clubs and organizations dedicate their time to 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.

## **COLLEGE HOUR**

Norco College is committed to a strong co-curricular program which is intended to complement instructional programs by offering a broader educational experience providing two "activity hours" per week: Tuesday/Thursday 12:50 to 1:50 pm. 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 Office of Student Life (CSS 205A).

## **FERPA - DIRECTORY INFORMATION**

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status (full time/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received (BP5040).

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

## **HONOR SOCIETY**

Riverside Community College District had its own honor society from 1921 until 1953. Today Norco College offers membership in Phi Theta Kappa Honor Society, the oldest, largest and most prestigious honor society in higher education. Phi Theta Kappa is an international society endorsed by the American Association of Community Colleges. To inquire about joining Phi Theta Kappa, please visit the Office of Student Life for more information.

## OFFICE OF STUDENT LIFE

The Office of Student Life 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
- Food Pantry
- 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.
- Recycling program
- Student Ambassador program

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 Office of Student Life is located in the Center for Student Success, CSS 203.

## 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. Effective, January 1, 2018, this policy applies, in all its parts, to Norco College.

## STUDENT GOVERNMENT

Norco College has one of the most active student government programs in the country. The Associated Students of Norco College (ASNC), part of the Associated Students of Riverside Community College District, is the official representative body of the College and is responsible for an array of cultural, social, advocacy, and other co-curricular activities.

The student government is responsible for representing the social, political, and educational concerns of Norco College students. The main purpose of student government is to provide student leaders with skills and resources beyond that which they acquire 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 Office for Student Life, Room 205A, 2<sup>nd</sup> Floor, in the Center for Student Success (CSS).

## STUDENT EMPLOYMENT SERVICES

**Student Employment Services** helps students earn money to pay for their educational expenses by working parttime (up to 20 hours per week). Hourly pay rates vary and currently start at the current federal minimum wage (currently \$8 per hour); however, some positions may start at a higher rate of pay. The benefits of student employment include:

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

There are multiple types of employment through Student Employment Services:

### 1. Federal Work Study (FWS)

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at [www.fafsa.gov](http://www.fafsa.gov)
- Have completed their financial aid file
- Have been determined eligible for financial aid
- Meet the Student Financial Services Satisfactory Academic Progress standard
- Maintain at least 6 units (fall and spring) and 3 units (winter or summer)
- Maintain a minimum 2.0 CGPA
- Norco Home College designation

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

Types of FWS Programs:

- On-Campus Positions
- Off-Campus Positions
  1. Reading Tutor
  2. Math Tutor
  3. Community Service
  4. Literacy

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

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

Students must:

- Maintain at least six units (fall and spring) and three 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](http://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 coursework. 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 units during intersessions. Dismissal students will be limited to five units during intersession.

**Standards for Probation**

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

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

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

**Standards for Dismissal**

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

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

4. A student who has been reinstated will immediately be subject to dismissal if the cumulative grade point average falls below a 2.0 or the number of units for which "F", "FW", "W", "I", "NP" and "NP" are recorded meets or exceeds 50%.

**STANDARDS OF STUDENT CONDUCT**

References: BP 5500

Ed Code Section 66300, 66301, 76033;

Accreditation Standard II.A.7.b

Health and Safety Code Section 11362.79

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

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

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

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

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

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

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm. Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District police shall be called by the receiver of the threat or anyone on behalf of the receiver.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.

5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapor devices in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or 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 (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty  
Forms of Dishonesty include, but are not limited to:
  - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or thoughts, as if they were one's own;
  - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
  - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
  - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
  - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
  - f. Buying or selling authorization codes for course registration.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
  - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.
21. Eating (except for food that may be necessary for a verifiable medical Condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities Office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.



## Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each College will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Vice President of Academic Affairs of each College will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance Office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

## STUDENT DISCIPLINE PROCEDURES

References: AP 5520

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

### I. General Provisions

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

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

### II. Definitions

District - The Riverside Community College District

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

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

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

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

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

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

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

Restitution - This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

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

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

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

### III. Academic Dishonesty

In cases of academic dishonesty by a student, a faculty member may take anyone of the following actions:

1. The faculty member may:
  - a. reduce the score on test(s) or assignment(s) according to the weight of the test or assignment;
  - b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
  - c. fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the 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 turn the matter over to the Vice President of Student Services who will take appropriate action.

2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

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

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

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

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

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

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

#### V. Process Preceding Suspensions or Expulsions

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

1. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. Time limits - The notice must be provided to the student within five days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five days on which the conduct becomes known to the Vice President of Student Services or designee.
3. Meeting - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five days after the notice is provided. During the meeting, the student will be given the following:
  - the facts leading to, and in support of, the accusation
  - the specific section of the Standards of Student Conduct that the student is accused of violating
  - the nature of the discipline that is being considered
  - an opportunity to respond verbally or in writing to the accusation
4. Potential Disciplinary Actions
  - a. Short-term Suspension - Within five days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.
  - b. Long-term Suspension - Within five days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
  - c. Expulsion - Within five days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

#### VI. Hearing Procedures

1. Request for Hearing - Within five days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.
2. Schedule of Hearing - The formal hearing shall be held within ten days (excluding weekends and holidays) after a formal request for hearing is received.



3. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.  
The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.
4. Hearing Panel Chair -- The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
5. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
  - a. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.
  - b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
  - c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
  - d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
  - e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial of evidence that the facts alleged are true.
  - f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
  - g. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing.
  - h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
  - i. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
  - j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
  - k. Within five days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### VII. President's Decision

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

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

### VIII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.

### IX. Board of Trustees Decision

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

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

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

The student may, within two days after receipt of the notice, request that the hearing be held as a public meeting.

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

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

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

## STUDENT GRIEVANCE PROCESS FOR INSTRUCTION AND GRADE RELATED MATTERS

References: AP5522

Education Code Section 76224

Title 5 Section 55024

### I. General Provisions

1. Purpose: The purpose of the Student Grievance Procedure is to provide a means by which a student may pursue a complaint for an alleged violation of college or district policy concerning instruction or to appeal a grade. However, complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

2. Scope: Student grievances for matters other than for discipline such as, but not limited to, grade challenges and academic or program issues, will be processed in the following manner. Please note: Per Education code 76224, the instructor's grade is final except in cases of mistake, fraud, bad faith, or incompetency.

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

3. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or academic or student services administrators.

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

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

### II. Definitions

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

### III. Informal Consultation Process

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

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

### IV. Grievance Process and Formal Hearing

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

1. Upon receipt of a written request for a formal hearing, the President will, within three days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President of Academic Affairs) to serve as chair of a grievance committee for the hearing.
2. A grievance withdrawn from the formal hearing stage will be deemed without merit and cannot be refiled.
3. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  - a. Two students appointed by the College Student Body President.
  - b. Two faculty members appointed by the College Academic Senate President.
  - c. One academic administrator (not the Vice President of Academic Affairs) appointed by the President of the College. The individual may be from another College in the District.
  - d. The chair of the committee, which is selected by the President, (see above) will be part of the committee, but will not vote in the final decision, except in the case of a tie.
4. The College Grievance Committee Chair will:
  - a. Forward a copy of the request for hearing to the faculty member being grieved within seven days (excluding weekends and holidays) of receipt of the request.
  - b. Within a reasonable time period not to exceed 20 days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available

within the 20 days, the Vice President has the discretion of extending the time period, with notification to the parties.

- c. Arrange for a disability accommodation if requested pursuant to the above.
- d. Within three days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.
 

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- e. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
- f. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement in accordance with IV.3 above.
- g. Provide, to the faculty, student and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
- h. Develop a list of questions, or intended areas of inquiry, to both parties and the Grievance Committee at least three days (excluding weekends and holidays) in advance of the hearing.
- i. Maintain an official recording of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.

- j. Ensure that the formal hearing will be closed to the public.
5. The Grievance Committee will:
  - a. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision for disposition of the case.
  - b. Submit its findings of fact and disposition to each party and the Vice President of Academic Affairs within 10 days (excluding weekends and holidays) of the completion of the formal hearing.

#### V. Appeals

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

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

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

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

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

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

- The Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process>. If your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
  - The California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below, if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- To the State Attorney General using the forms available at [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL)

#### VI. Responsibility

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

Matters involving the prohibition of discrimination and the prohibition of sexual harassment and any concerns regarding these matters should be referred to the District's Department of Diversity, Equity and Compliance.

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

References:

Education Code Section 76224

Title 5 Section 55024

#### I. General Provisions

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

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

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

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

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

- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or appropriate administrators.

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

- D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.



- E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

## II. Definitions

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

## III. Informal Consultation Process

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

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

## IV. Grievance Process and Formal Hearing

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

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

- A. Upon receipt of the request for formal hearing, the President will, within three days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.  
 B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
1. Two students appointed by the College Associated Students President.

2. One faculty member appointed by the College Academic Senate President.
3. One staff member appointed by the President.
4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.

### C. The College Grievance Committee Chair will:

1. Within a reasonable time period not to exceed 20 days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
2. Arrange for a disability accommodation if requested pursuant to the above.
3. Within three days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing. Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that

time, the committee chair may excuse that committee member and seek a replacement.

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

#### V. Appeals

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

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

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

#### VI. Further Rights to File a Complaint

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

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

#### VII. Responsibility

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

#### STUDENT SUPPORT SERVICES PROGRAM (TRIO, SSS)

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

##### Services:

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

##### Eligibility:

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

#### STUDENT SUPPORT SERVICES PROGRAM, (TRIO, SSS RISE)

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

##### Services:

- Personal, academic, transfer and career counseling
- Tutorial Referrals: Personal one-on-one collaboration
- Workshops (in the areas of transfer information, career, study skills, scholarships)
- Transfer, financial aid and scholarship application Assistance
- Field trips to four-year universities and cultural activities

##### Eligibility:

- Documented disabilities; for example, mobility impairments, psychological, learning, developmental, visual and hearing impairments, 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 an A.A. degree, certificate program, and/or transfer to a four-year college
- Has a need for academic support (as determined by the S.S.S. RISE program)
- Enrolled at Norco College with a minimum of 12 units
- No more than 30 units completed

## TRANSFER CENTER

The Transfer Center is dedicated to assisting students with resources to enhance their academic success, ultimately leading to the attainment of individual educational goals.

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

- Transfer counseling
- Assistance in researching major course requirements
- Transfer advisement with local university admission officers
- Guaranteed Transfer Pathways:
  - CSU Associate Degree for Transfer (ADT)
  - UC Transfer Admission Guarantee (TAG)
- Transfer application assistance
- Transfer information workshops
- Transfer Fairs

For more information call: (951) 372-7043 or email: [transfer@norcollege.edu](mailto:transfer@norcollege.edu)

## LEARNING RESOURCE CENTER (LRC) TUTORIAL SERVICES

Mustang Tutoring is here to help. 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 Norco College students
- You can receive up to three hours per week/per subject
- Our tutors are here to motivate, coach, and guide you to foster independent learning.

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.

Mustang Tutoring is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students foster effective study and learning skills.

## 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 tutor availability.
- Be prepared to give the days and times you are available to receive tutoring.
- All tutoring sessions are scheduled within the Learning Resource Center (LRC) during office hours.

## How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn! Tutors must have passed the class(es) they are tutoring in with at least a “B” grade or higher and:

- Students interested in becoming a LRC tutor should also consider enrolling and passing ILA – 1 (Intro to Tutor Training)
- Maintain a GPA of 3.0 or higher each semester
- Complete and submit a student application
- Follow LRC Policies and Procedures
- Submit Faculty Recommendation(s) completed by Norco College faculty
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Have great interpersonal skills
- 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 LRC’s front desk, or call for more information. Applications are continually being accepted.

## Norco College Learning Resource Center

Library Building, 1<sup>st</sup> Floor  
Telephone number: (951) 372-7143

## SUPPLEMENTAL INSTRUCTION

Supplemental Instruction (SI) is an academic support program designed to improve the student's academic success in traditionally difficult courses. SI sessions are regularly scheduled, peer-led study sessions that provide students an opportunity to meet with classmates to compare notes, discuss important concepts and develop study strategies for studying the subject. These sessions are available to all students enrolled in the course at no cost. Student attendance at SI sessions is voluntary.

SI leaders are model students who have been trained and already completed the class successfully. The leaders are selected based on faculty recommendation, their academic strengths as well as their communication skills. The SI leaders attend the class, take notes, do the readings, and what they won't do is re-teach or re-lecture; their job is to create a bridge between teaching and learning so students can learn the content more efficiently. The leaders also meet regularly with the course instructor during their office hours to discuss what concepts should be stressed in the weekly sessions.

## Who attends SI study sessions?

SI is open to all students enrolled in the targeted class and therefore attracts students from all ability levels. SI helps "A" students keep their "A" and it helps other students pull up their grades.

### How to Become a SI Leader

The Supplemental Instruction Leader position at Norco College requires the following:

- Attend mandatory two-day training
- Attend all the assigned lectures for your course(s) throughout the semester
- Plan and conduct two engaging, collaborative study sessions each week
- Meet regularly with the professor of your course(s)
- Attend bi-weekly SI staff meetings
- Work an average of 8-10 hours per week
- Conduct extra SI sessions prior to exams as requested.
- Role model successful student behavior

### Qualifications:

- Have and maintain a 3.0 cumulative GPA
- Have received an A or B in the course(s)
- Strong interpersonal and communication skills to be able to explain concepts to others
- Work comfortably with people from diverse backgrounds

### A completed application includes:

1. Supplemental Instruction Leader Application.
2. Copy of resume and unofficial transcripts from ALL colleges and universities attended
3. Copy of completed degrees/certificates if applicable
4. Two recommendation letters, at least one from a faculty member in the subject area
5. Students interested in becoming a SI Leader are welcomed to pick up an application at the LRC front desk, or call for more information at (951) 738-7763. Applications are also available online.

### TRIO UPWARD BOUND

Upward Bound provides students with academic guidance, personal development and fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. The program predominately serves first-generation, low-income students attending: Centennial High School, Corona High School, and Norte Vista High School. Each high school has its own Upward Bound Program. The Upward Bound Program is 100% federally funded through the Department of Education, TRiO program. For more information call (951) 738-7721 or visit our website at [www.norcocollege.edu/services/trio/upwardbound](http://www.norcocollege.edu/services/trio/upwardbound).

### VETERANS RESOURCE CENTER

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

- Chapter 30 - Active Duty Educational Assistance Program
- Chapter 31 - Veteran's Administration Vocational Rehabilitation
- Chapter 33 - Post-9/11 GI Bill
- Chapter 33TR - Post-9/11 GI Bill Transfer to VA Dependents
- Chapter 35 - Survivors and Dependents Educational Assistance Program
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program (REAP)

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

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

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

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

Members or former members of the U.S. Armed Forces may be eligible for priority registration. Active Duty Military members are required to provide a valid Military ID and discharged Veterans must bring a copy of their DD214 (Certificate of Release or Discharge from Active Duty) to Veterans Resource Center to determine eligibility for priority registration. For additional information, contact Veterans Resource Center at (951) 372-7142 or email [veterans.services@norcocollege.edu](mailto:veterans.services@norcocollege.edu). Additional information is available at [www.norcocollege.edu](http://www.norcocollege.edu).

Norco College adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act). For more information please see Military and Veteran Students and Family Members (p. 10).



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 and Moreno Valley) of the Riverside Community College District. A person informed through general education about the conceptual schemes of the arts, humanities and sciences, who comprehends the structure of society and who thinks clearly about the individual and society, will have the tools by which he or she may function efficiently. Such an individual is encouraged to utilize these tools in developing a conception of a commitment to a good life involving able and responsible citizenship, moral and humane relationships, and appreciation of the democratic processes and the culture which sustains our society.

**Objective:** Specifically, the colleges offer to all of their students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

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

#### Critical Thinking

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

#### Information Competency & Technology Literacy

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

#### Communication

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

#### Self-Development & Global Awareness

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

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

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

All programs of study leading to completion of a certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution may also be interested in pursuing an associate degree for transfer; an Associate in Arts (AA-T) or Associate in Science (AS-T) degree. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. For more information on the AA-T and AS-T degrees available at Norco College, please see Section IV of this catalog. Students are encouraged to meet with a Norco College counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Students not interested in earning an available AA-T or AS-T degree may earn an A.A./A.S. degree with an emphasis in one of the eight areas of emphasis and enter the workplace or transfer to a four-year institution with enhanced skills in critical thinking and written and oral communication. Students intending to transfer to a bachelor's degree granting institution can use one of these eight areas to fulfill many lower division major requirements while taking additional transferable courses in closely related areas of study.

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

### RESIDENCE REQUIREMENT

In order to receive an A.A./A.S. degree from Riverside Community College District, a student must complete 12 units in residence at one of the colleges within the Riverside Community College District.

#### I. RESIDENT REQUIREMENT

In order to receive an associate degree from Riverside Community College District, a student must complete 12 units in residence at one of the college that make up the 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/three months, be in their

original sealed envelope, and be submitted to the Admissions & Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at [www.collegesource.org](http://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.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United State will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

### III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must not be less than 2.0 and will include the combination of all grades from all transcripts used.

If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average. Honors for graduation will be calculated in the same manner.

### 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 one of the three General Education Plans (see section VI.) Plan A requires a minimum of 27 units in the following categories: Natural Sciences (three units), Social and Behavioral Sciences (six units), Humanities (three units), Language and Rationality (10 units), and Health Education and Self Development (five units). Plan B requires a minimum of 39 units as specified in the California State University General Education (CSUGE) pattern. Plan C requires a minimum of 34 - 37 units as specified in the Intersegmental General Education Transfer Curriculum (IGETC) pattern (IGETC for CSU or IGETC for UC). Students who wish to transfer are encouraged to complete an associate degree and to see a counselor before selecting a plan which will best match their goals.

### V. BASIC SKILLS COMPETENCY REQUIREMENT (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a "C" or higher selected from Math 1-36 (excluding MAT-32) or MAT-53 or the equivalent [CLEP, AP/IB Exams, Credit by Exam, other pathways such as Completion Counts, courses from other colleges/ universities, placement above Math 35, or Early Assessment Test (EAP for CSU, MCAP)].
- B. Students must demonstrate reading competency by obtaining:
  1. a satisfactory score on RCCD's placement test equivalent to placement in college level reading;  
*OR*
  2. completion of Reading 83 or 90 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. 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 80, ENG-60A, ENG-60B, 90B, 91; English as a Second Language 51, 52, 53, 71, 72, 90A-M, 90P, 91, 92, 95, Mathematics 37, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 90, 887.

The following courses are also non-degree applicable: Communication Studies 51, 85A, 85B; English 85; English as a Second Language 65; Interdisciplinary Studies 3; Nursing-Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C.

General education requirements can be met in one of three ways: Plan A, B, or C. Students should see a counselor for advice in selecting the plan that will best match their educational and career goals.

**PLAN A:** the RCCD general education pattern which requires completion of a minimum of 27 units.

**PLAN B:** the California State University General Education (CSUGE) pattern which requires completion of a minimum of 39 units.

**PLAN C:** the Intersegmental General Education Transfer Curriculum (IGETC) pattern which requires completion of a minimum of 34 (UC) or 37 (CSU) units.

#### PLAN A

RCCD General Education

#### A. NATURAL SCIENCES (3 units)

Any course for which the student is eligible in anatomy and physiology, Anthropology 1 or 1H, astronomy, biology (except BIO-35), chemistry, Geography 1 or 1H or 5/ Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21.



**B. SOCIAL AND BEHAVIORAL SCIENCES (six 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 (three units)  
Any course for which the student is eligible in AML-22, anthropology (except Anthropology 1 or 1H), early childhood studies 20, 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 (three units)**

Any course for which the student is eligible in American Sign Language 1, Architecture 36, art, Communication Studies 7, Dance 5, 6, 6H, 7, 8, 9, English, foreign languages, GAM-21, History 1, 2, 2H, 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 (four 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  
Computer Science 1A through 30  
English 1B or 1BH  
Mathematics 1-36  
Philosophy 11, Philosophy/Math 32, Reading 4

**E. HEALTH EDUCATION AND SELF DEVELOPMENT (5 units)**

1. Health Education (3 units)  
Biology 35/Health Science 1 or completion of the DEH, EMS, PA, RN or VN program.
2. Self Development (2 or 3 units)  
Option 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  
KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor  
KIN-47 Hiking and Backpacking  
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

## Option 2 - Fitness and Wellness (2-3 units)

GUI-47 Career Exploration and Life Planning  
GUI-48 College Success Strategies  
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, or the EMS Program.

**PLAN B**

Norco College - California State University General Education Requirements (CSU GE); See section IV.

**PLAN C**

Norco College - Intersegmental General Education Transfer Curriculum (IGETC) See section IV.

**VII. CERTIFICATE PROGRAM**

Students who have satisfied the requirements for a certificate of achievement while completing the requirements for an Associate of Science Degree will be awarded a certificate, and notation of the award will be indicated on the student record. Registered apprentices must complete at least two terms of an approved registered apprenticeship program at Riverside Community College District, with a grade of "C" or better, may apply for an apprenticeship certificate. Fifty percent of the coursework required for all other certificate pattern must be completed at Riverside Community College District with a grade of "C" or better.

**VIII. 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 2018, fall 2018, winter 2019, spring 2019.

Fall – First day of fall term through October 15 to apply for fall 2018, winter 2019, spring 2019.

Winter – First day of winter term through February 1 to apply for winter 2019, spring 2019.

Spring – First day of spring term through April 1 to apply for spring 2019.

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

Students who want to participate in the commencement ceremony must file their application by April 1<sup>st</sup>.

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.



**IX. CATALOG RIGHTS**

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog ~ Summer 2018 through Spring 2019. 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.

**ASSOCIATE OF ARTS****ADMINISTRATION AND INFORMATION SYSTEMS****NAA494 /NAA494B/NAA494C**

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

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

**Program Learning Outcomes:**

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

1. Categorize basic administrative terms, theories and principles.
2. Demonstrate basic understanding of economic systems; i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained.
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management.
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment.
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems.
6. Locate, process, and utilize information effectively.

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

**INCLUDED DISCIPLINES AND COURSES:****Required Courses (nine units, selected from the following):**

Accounting (ACC): 1A  
 Business Administration (BUS): 3, 10, 10H \*\*18A  
 Computer Applications and Office Technology (CAT): 1A, 3  
 Computer Information Systems (CIS): 1A, 3  
 Economics (ECO): 7, 7H, 8, 8H  
 Political Science (POL): 8

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

Accounting (ACC): 1A, 1B, 38  
 Business Administration (BUS): 3, 10, 10H, \*\*18A, \*\*18B, 20, 22, 80  
 Communication Studies (COM): 1, 1H, 6, 9, 9H, 12, 13  
 Computer Applications and Office Technology (CAT): 3, 31  
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5  
 Computer Science (CSC): 2, 5  
 Economics (ECO): 4, 6, 7, 7H, 8, 8H  
 Library (LIB): 1  
 Management (MAG): 44  
 Marketing (MKT): 20  
 Political Science (POL): 6, 8

**A course may only be counted once.**

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

**COMMUNICATION, MEDIA, AND LANGUAGES****NAA495 /NAA495B/NAA495C**

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 three disciplines; nine units must be taken in a single discipline with a grade of "C" or better or a "P" if the course is taken on a "pass-no pass" basis.**

**INCLUDED DISCIPLINES AND COURSES:**

Anthropology (ANT): 8  
 Applied Digital Media (ADM): 1  
 Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
 Chinese (CHI): 1, 2, 11  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19  
 English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 38, 39, 40, 41, 44, 45, 48, 49  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8  
 Film, Television and Video (FTV): 12, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 65  
 French (FRE): 1, 2, 3, 4, 8, 11  
 German (GER): 1, 2, 3, 11  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D  
 Korean (KOR): 1, 2, 11  
 Latin (LAT): 1, 2  
 Library (LIB): 1  
 Photography (PHO): 12  
 Portuguese (POR): 1, 2  
 Reading (REA) : 4  
 Russian (RUS): 1, 2, 3, 11  
 Sociology (SOC): 22  
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53

## FINE AND APPLIED ARTS

### NAA496 /NAA496B/NAA496C

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

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

### Program Learning Outcomes:

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

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

**The student must successfully complete 18 units of study across a maximum of three disciplines with nine 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, 2C, 30, 67, 68A, 68B, 70, 71A, 71B, 74A, 74B, 77A, 77B, 80, 200  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19  
 Dance (DAN): 6, 6H, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 13, 17A, 17B, 17C, 38, 39, 49  
 Film, Television, and Video (FTV): 38A, 38B, 41, 42, 43, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 46, 48, 51A, 51B, 51C, 51D, 52, 53, 64A, 65, 66, 67, 68, 70, 71A, 72  
 Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84  
 Photography (PHO): 8, 9, 10, 17, 20, 200  
 Theatre Studies (THE): 2, 3, 4, 5, 6, 25, 26, 29, 30, 32, 33, 34, 35, 36, 37, 38, 39, 41, 44, 46, 48, 49, 54

## HUMANITIES, PHILOSOPHY, AND ARTS

### NAA497 /NAA497B/NAA497C

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

### Program Learning Outcomes:

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

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

5. Research and write critical interpretive essays demonstrating a high skill level.

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

**INCLUDED DISCIPLINES AND COURSES:**

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
 Anthropology (ANT): 7, 8  
 Arabic (ARA): 1, 2, 3, 8, 11  
 Architecture (ARE): 36  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12  
 Chinese (CHI): 1, 2, 11  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19  
 Dance (DAN): 6, 6H  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48  
 Film, Television and Video (FTV): 12, 65  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8  
 French (FRE): 1, 2, 3, 4, 8, 11  
 Game Development (GAM): 21  
 German (GER): 1, 2, 3, 11  
 History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 14, 15, 21, 22, 25, 26, 28, 29, 31, 32, 34, 35  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Korean (KOR): 1, 2, 11  
 Latin (LAT): 1, 2  
 Library (LIB): 1  
 Music (MUS): 19, 19H, 20, 21, 22, 25, 26, 89, 89H, 93  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 32, 33, 35  
 Political Science (POL): 11  
 Portuguese (POR): 1, 2  
 Russian (RUS): 1, 2, 3, 11  
 Sociology (SOC): 22  
 Spanish (SPA): 1, 1A, 1B, 1H, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52, 53  
 Theatre (THE): 3, 29

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

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 17A, 17B, 17C, 38  
 Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84  
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

**KINESIOLOGY, HEALTH AND WELLNESS**

**NAA498 /NAA498B/NAA498C**

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 three units in each of the two disciplines):**

Health Science (HES): 1 Health Science, BIO-35

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

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

Biology (BIO): BIO-4 (Formerly BIO-17), 16 (Formerly BIO-30), 18 (Formerly BIO-34), 45 (Formerly AMY-10), 50A (Formerly AMY-2A), 50B (Formerly AMY-2B)

Early Childhood Education (EAR): 26

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

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

Kinesiology/activity courses (KIN): A03, A04, A07, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54A, A54B, A55, A57, A62A, A64, A67, A68, A69, A74, A75A, A75B, A77A, A77B, A77C, A80, A81A, A81B, A81C, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C

Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25, V26, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V94, V95



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

## SOCIAL AND BEHAVIORAL STUDIES

### NAA499 /NAA499B/NAA499C

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 three 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, 1H, 2, 2H, 3, 4, 5, 6, 7, 8, 10, 21

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

Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47

Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10

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

Guidance (GUI): 47, 48

History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 21, 22, 35

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

Library Science (LIB): 1

Political Science (POL): 1, 1H, 2, 2H, 3, 4, 4H, 5, 6, 7ABCD, 8,

10A, 10B, 10C, 10D, 11, 12, 13, 14

Psychology (PSY): 1, 1H, 2, 8, 9, 33, 35, 48, 50

Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 22, 25, 48

## ASSOCIATE OF SCIENCE

### CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate of Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more with a grade of “C” or better or a “P” if the course is taken on a “pass/nopass” basis plus completion of the graduation requirements as described in the catalog, as well as electives, totaling 60 units of college work as required for the associate degree. Specific requirements for each program are listed in this catalog.

## MATH AND SCIENCE

### NAS493 /NAS493B/NAS493C

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

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

### Program Learning Outcomes:

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

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

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

INCLUDED DISCIPLINES AND COURSES:

**Required Courses (Take one course in each of the three 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, 3, 10, Geography (GEG) 1, 1H, 1L, Geology (GEO) 1, 1L, 3, Oceanography (OCE) 1, Physical Science (PHS) 1, Physics (PHY) 2A, 4A

Life Sciences: BIO-1, 1H, 2 (Formerly BIO-2A), 4 (Formerly BIO-17), 5, 6, 7, 8, 9, 10, 18 (Formerly BIO-34), 19 (Formerly BIO-36), 20, 50A (Formerly AMY-2A), 55 (Formerly MIC-1), 60 (Formerly BIO-11), 60H (Formerly BIO-11H)

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

Anthropology (ANT): 1, 1H  
 Astronomy (AST): 1A, 1B  
 Biology (BIO): 1, 1H, 2 (Formerly BIO-2A), 3, 4 (Formerly BIO-17), 5, 6, 7, 8, 9, 10, 14, 15, 16 (Formerly BIO-30), 18 (Formerly BIO-34), 19 (Formerly BIO-36), 20, 31A, 31B, 31C, 31D, 31E, 35, 40, 45 (Formerly AMY-10), 50A (Formerly AMY-2A), 50B (Formerly AMY-2B), 55 (Formerly MIC-1), 60 (Formerly BIO-11), 60H (Formerly BIO-11H), 61 (Formerly BIO-12)  
 Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17  
 Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Computer Science (CSC): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Electronics (ELE): 21, 22, 23, 24, 25  
 Engineering (ENE): 10, 21, 22, 23, 27, 28, 30, 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  
 Oceanography (OCE): 1, 1L  
 Physical Science (PHS): 1, 5  
 Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11  
 Psychology (PSY): 2

**A course may only be counted once.**

**SCHOLASTIC HONORS AT COMMENCEMENT**

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

**Dean's List**

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

**GRADING SYSTEM****Grades**

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

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

Grade point average requirements now accommodate a “+/-” grading scheme for transfer work. If coursework is applied towards degree requirements from an institution using a “+/-” grading scale, the original grade points assigned by that institution as indicated will be used to calculate the cumulative grade point average.

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

Students should refer to WebAdvisor for withdrawal deadlines.

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

**Grade Points**

On the basis of scholarship grades, grade points are awarded as follows: “A”, four points per unit of credit; “B”, three points per unit of credit; “C”, two points per unit of credit; “D”, one 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”, “EW” 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 & 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 three one-unit courses). The \$15 per unit audit fee will automatically be charged if the student drops below 10 units.

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

### Pass/No Pass Classes

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

1. Class sections wherein all students are evaluated on a Pass/No Pass basis.
2. Courses in which each student has the option to individually elect Pass/No Pass or letter grade. Students electing this option must file a petition in the Admissions office at Riverside City, Moreno Valley, or Norco by the end of the second week of the semester or by the end of the first 20% of a shorter-than-semester term.

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

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

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

### Final Examinations - Final Grades

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

### Advanced Placement (AP)

Riverside Community College District (RCCD) recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of 3, 4 or 5 in specified subject areas. Advanced Placement subject 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.

Students who have successfully completed AP exams with scores of 3, 4 or 5 may earn credit towards RCCD GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. Please refer to the RCCD AP Credit Chart for specific information on how AP credits are applied to each of these categories. Official AP scores must be sent to the Admissions & Records office for official evaluation.

Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley Colleges may differ from course credit and units granted by a transfer institution. For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive. (Example: English 1B subject credit awarded through an AP exam may not be used to satisfy the Critical Thinking requirement in IGETC Area 1B or in CSU GE Area A3.)

**Students should always see a counselor to review the applicability of AP credits towards the different academic requirements.**

### International Baccalaureate (IB) Credit

Students who have successfully completed IB exams with scores of 5, 6 or 7 may earn credit towards RCCD GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. For CSU GE and IGETC certifications, IB unit and area credit is awarded as approved by the CSU and UC systems. A score of 4 on certain exams may be acceptable for CSU GE only. Check with a counselor for more information. Please refer to the RCCD IB Credit Chart for specific information on how IB credits are applied to each of these categories.

### Duplication of AP/IB and College Courses

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

### CREDIT BY EXAMINATION

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



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

All students, including concurrently enrolled high school students, must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside City, 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.** CLEP exams may be used to certify CSU requirements as indicated by the CSU system. They will not be used to certify IGETC requirements, at this time. Students planning to transfer should check the policy on CLEP in the catalog of the college to which they will transfer. To apply for CLEP credit the student must have completed 12 units in residency at Riverside Community College District. An official transcript is required. For further information, contact the Counseling office.

### RCCD GENERAL EDUCATION/CSU-GE CREDIT FOR CLEP TESTS

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

### CREDIT FOR EXTRA-INSTITUTIONAL LEARNING

Credit for extra-institutional learning may be awarded to those students who have attained competency of subject matter through experiences outside of the sponsorship of legally authorized and accredited post-secondary institutions.

Upon approval of the appropriate academic Department Chair and related Discipline Faculty, Norco College will accept the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and the National Guide to College Credit for Workforce Training; the National College Credit Recommendation Service; and credit recommendations from other similar nationally recognized academic institutions.

Other college limitations on the number of transfer credits allowable and residency requirement noted elsewhere in this Catalog will apply. Extra-institutional learning credit will be evaluated only if applicable to a specified degree or certificate, and any credit granted will apply only at Norco College.

To petition for extra-institutional learning credit, a student must have at least a 2.0 grade point average, not be on probation, and be in good standing. Any form used in the approval process will inform the student that credit awarded for Extra-Institutional learning will apply only to Certificates and Degrees at Norco College. The student's permanent academic record shall be annotated in such a manner as to reflect an accurate history of extra-institutional learning credit granted.

### 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). SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.

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

*The IB chart below is an indication of how the IB Exams may be used to satisfy RCCD GE, IGETC and CSU GE Area requirements. An acceptable IB score for RCCD GE, IGETC or CSU GE certification purposes equates to either 3 semester or 4 quarter units.*

2018-19 RCCD International Baccalaureate (IB) Examination Chart							
IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Biology HL	5,6,7	3	Natural Sciences	3 semester units toward area B2	6	3 semester units toward area 5B	5.3
IB Chemistry HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Economics HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB Geography HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB History (any region) HL	5,6,7	3	Humanities or Social Behavioral Sciences	3 semester units toward area C2 or D	6	3 semester units toward area 3B or 4	5.3
IB Language A: Literature (any language except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Language and Literature (any language, except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language, except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language A: Language and Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language B (any language) HL	4	N/A	N/A	N/A	6	N/A	N/A
IB Language B (any language) HL	5,6,7	3	Humanities	N/A	6	3 semester units toward area 6A	5.3
IB Mathematics HL	4	N/A	N/A	3 semester units toward area B4	6	N/A	N/A
IB Mathematics HL	5,6,7	3	Language and Rationality	3 semester units toward area B4	6	3 semester units toward area 2A	5.3
IB Physics HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Psychology HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	3	3 semester units toward area 4	5.3
IB Theatre HL	4	N/A	N/A	3 semester units toward area C1	6	N/A	N/A
IB Theatre HL	5,6,7	3	Humanities	3 semester units toward area C1	6	3 semester units toward area 3A	5.3

-Actual IB transfer credit and number of units awarded for IB exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems. The IB chart is based on the most current information available at the time of catalog publication.

-The UC system-wide policy for IB credit can be found at:

<http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

-The CSU system-wide policy for IB credit can be found at:

<https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx>

-2017 IGETC Standards Version 1.8:

<http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201.8%20final%20version.doc.pdf>

-Students should always see a counselor to review the applicability of IB credits towards the different academic requirements.

2018-2019 RCCD Advanced Placement (AP) Examination Credit Chart

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Art History	3,4,5	Art 1 and 2	3+3	Humanities	3 semester units toward Area C1 or C2	6	3 semester units toward Area 3A or 3B	5.3
Biology	3,4,5	Biology 1	4	Natural Sciences	4 semester units toward Area B2 and B3	6	4 semester units toward Area 5B and 5C	5.3
Calculus AB	3,4,5	Math 1A	4	Language and Rationality	3 semester units toward Area B4	3 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	2.7 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Calculus BC	3,4,5	Math 1A and 1B	4+4	Language and Rationality	3 semester units toward Area B4	6 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	5.3 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Chemistry -Exam taken prior to Fall 2009	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	6 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chemistry -Exam taken Fall 2009 or later	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	4 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chinese Language and Culture	3,4,5	Chinese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Comparative Government & Politics	3,4,5	Political Science 2	3	Social Behavioral Sciences	3 semester units toward Area D8	3	3 semester units toward Area 4	2.7

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Computer Science A	3,4,5	CIS/CSC Elective	3	N/A	N/A	3 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	1.3 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
Computer Science AB	3,4,5	CIS/CSC Elective	3	N/A	N/A	6 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	2.7 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
English Language and Composition	3,4,5	English 1A	4	Language and Rationality	3 semester units toward Area A2	6	3 semester units toward Area 1A	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
English Literature and Composition	3,4,5	English 1A and English Literature Elective (Elective units may be used towards AOE's in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may also be applied towards List C of the ADT in English.)	4+3	Language and Rationality and Humanities	6 semester units toward Area A2 and C2	6	3 semester units toward Area 1A or 3B	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
Environmental Science <i>-Exam taken prior to Fall 2009</i>	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3 or Area B2 and B3	4	3 semester units toward Area 5A and 5C	2.7
Environmental Science <i>-Exam taken Fall 2009 or later</i>	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3	4	3 semester units toward Area 5A and 5C	2.7

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
European History	3,4,5	History 5	3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3
French Language -Exam taken prior to 2009	3,4,5	French 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language -Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.	3,4,5	French 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language and Culture	3,4,5	French 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Literature -Exam offered until 2009	3, 4, 5	French Elective	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language -Exam taken prior to Fall 2009	3,4,5	German 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language -Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.	3,4,5	German 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language and Culture	3,4,5	German 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Human Geography	3,4,5	Geography 2	3	Social Behavioral Sciences	3 semester units toward Area D5	3	3 semester units toward Area 4	2.7
Italian Language and Culture	3,4,5	Italian 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

GRADUATION REQUIREMENTS

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Japanese Language and Culture	3,4,5	Japanese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Latin Literature <i>-Exam offered until 2009</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	2.7
Latin Vergil <i>-Exam offered until 2012</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	3	3 semester units toward Area 3B and 6A	2.7
Latin	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Macroeconomics	3,4,5	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Microeconomics	3,4,5	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Music Theory <i>-Exam taken prior to Fall 2009</i>	3 4,5	Music Elective  Music 3	3 4	Humanities	3 semester units toward Area C1	6	N/A	5.3
Music Theory <i>-Exam taken Fall 2009 or later</i>	3 4,5	Music Elective  Music 3	3 4	Humanities	N/A	6	N/A	5.3
Physics 1	3,4,5	Physics 10 and 11 (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4  (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3  (Maximum credit 5.3 semester units for all Physics exams.)



AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics 2	3,4,5	<b>Physics 10 and 11</b> (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B <i>-Exam taken prior to Fall 2009</i>	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	6 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B <i>-Exam taken between Fall 2009 and 2014. Exam offered until 2014.</i>	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	4 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics C: Mechanics	3,4,5	<b>Physics 4A</b>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics C: Electricity and Magnetism	3,4,5	<b>Physics 4B</b>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)
Psychology	3,4,5	<b>Psychology 1</b>	3	Social Behavioral Sciences	3 semester units toward Area D9	3	3 semester units toward Area 4	2.7
Seminar	3,4,5	No Equivalent Course	N/A	N/A	N/A	3	N/A	N/A
Spanish Language <i>-Exam was offered until 2014</i>	3,4,5	<b>Spanish 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Language and Culture	3,4,5	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature <i>-Exam was offered until 2013</i>	3,4,5	<b>Spanish Elective</b>	3	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature and Culture	3,4,5	<b>Spanish Elective</b>	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Statistics	3,4,5	<b>Math 12</b>	4	Language and Rationality	3 semester units toward Area B4	3	3 semester units toward Area 2A	2.7
Studio Art: 2D Design	3,4,5	<b>Art 22</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Studio Art: 3D Design	3,4,5	<b>Art 24</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
Studio Art: Drawing	3,4,5	<b>Art 17</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
U.S. Government & Politics	3,4,5	<b>Political Science 1</b>	3	American Institutions	3 semester units toward Area D8 and US-2	3	3 semester units toward Area 4 and US-2	2.7
U. S. History	3,4,5	<b>History 6 and 7</b>	3+3	American Institutions	3 semester units toward Area C2 or D6 and US-1	6	3 semester units toward Area 3B or 4 and US-1	5.3
World History	3,4,5	<b>History 1 and 2</b>	3+3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3

-Actual AP transfer credit and number of units awarded for AP exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems.

-The AP chart is based on the most current information available at the time of catalog publication.

-The UC system-wide Policy for AP credit (units towards admission and towards IGETC) can be found at: <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>

-The CSU system-wide policy for AP (units towards admission and towards CSU GE Breadth) can be found at: <http://www.calstate.edu/acadaff/codedmemos/AA-2015-19.pdf>

-2017 IGETC Standards Version 1.8 <http://icas-ca.org/Web/sites/icasca/images/IGETC%20Standards%20version%201.8%20final%20version.doc.pdf>

**-Important Note:** Each CSU and UC campus determines how an AP exam may count toward credit in a particular major and which scores they consider acceptable. This information may be found in either the university’s college catalog or on their website. Students should see a counselor to review the applicability of AP credits towards the different academic requirements.

## 2018-2019 RCCD College-Level Examination Program (CLEP) Credit Chart

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
American Government	50	Political Science 1	3	American Institutions	3 semester units toward Area D	3
American Literature	50	English Literature Elective	3	Humanities	3 semester units toward Area C2	3
Analyzing and Interpreting Literature	50	English Literature Elective	3	Humanities	3 semester units toward Area C2	3
Biology	50	Biology 10	3	Natural Sciences	3 semester units toward Area B2	3
Calculus	50	Math 1A	4	Language and Rationality	3 semester units toward Area B4	3
Chemistry	50	Chemistry 10	3	Natural Sciences	3 semester units toward Area B1	3
College Algebra	50	Math 11	4	Language and Rationality	3 semester units toward Area B4	3
College Composition	50	English 1A and Elective	4+4	Language and Rationality	N/A	N/A
College Composition-Modular	50	No Equivalent Course	N/A	N/A	N/A	N/A
College Mathematics	50	Math 25 and Elective	3+3	Language and Rationality	N/A	N/A
English Literature -Exam taken prior to Fall 2011	50	English Literature Elective	3	Humanities	3 semester units toward Area C2	3
English Literature -Exam taken Fall 2011 or later	50	English Literature Elective	3	Humanities	N/A	3
Financial Accounting	50	No Equivalent Course	N/A	N/A	N/A	3
French Language Level I	50	French 1 and 2	5+5	Humanities	N/A	6
French Language Level II -Exam taken prior to Fall 2015	59	French 1, 2, 3 and 4	5+5+5+5	Humanities	3 semester units toward Area C2	12
French Language Level II -Exam taken Fall 2015 or later	59	French 1, 2, 3 and 4	5+5+5+5	Humanities	3 semester units toward Area C2	9
German Language Level I	50	German 1 and 2	5+5	Humanities	N/A	6
German Language Level II -Exam taken prior to Fall 2015	60	German 1, 2, and 3	5+5+5	Humanities	3 semester units toward Area C2	12
German Language Level II -Exam taken Fall 2015 or later	60	German 1, 2, and 3	5+5+5	Humanities	3 semester units toward Area C2	9
History of the United States I	50	History 6	3	American Institutions	3 semester units toward Area D and US-1	3
History of the United States II	50	History 7	3	American Institutions	3 semester units toward Area D and US-1	3
Human Growth and Development	50	No Equivalent Course	N/A	N/A	3 semester units toward Area E	3
Humanities	50	Humanities Elective	3	Humanities	3 semester units toward Area C2	3
Information Systems and Computer Applications	50	Computer Information Systems 1A	3	Language and Rationality	N/A	3

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Introduction to Educational Psychology	50	No Equivalent Course	N/A	N/A	N/A	3
Introductory Business Law	50	Business Elective	3	N/A	N/A	3
Introductory Psychology	50	No Equivalent Course	N/A	N/A	3 semester units toward Area D	3
Introductory Sociology	50	Sociology 1	3	Social Behavioral Sciences	3 semester units toward Area D	3
Natural Sciences	50	Life Science and Physical Science Elective	3+3	Natural Sciences	3 semester units toward Area B1 or B2	3
Pre-Calculus	50	No Equivalent Course	N/A	N/A	3 semester units toward Area B4	3
Principles of Accounting	50	No Equivalent Course	N/A	N/A	N/A	3
Principles of Macroeconomics	50	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D	3
Principles of Management	50	Management 44	3	N/A	N/A	3
Principles of Marketing	50	Marketing 20	3	N/A	N/A	3
Principles of Microeconomics	50	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D	3
Social Sciences and History	50	Social Science and History Elective	3+3	Social Behavioral Sciences	N/A	N/A
Spanish Language Level I	50	Spanish 1	5	Humanities	N/A	6
Spanish Language Level II <i>-Exam taken prior to Fall 2015</i>	63	Spanish 1 and 2	5+5	Humanities	3 semester units toward Area C2	12
Spanish Language Level II <i>-Exam taken Fall 2015 or later</i>	63	Spanish 1 and 2	5+5	Humanities	3 semester units toward Area C2	9
Trigonometry <i>-Exam taken prior to Fall 2006</i>	50	Math 36	4	Language and Rationality	3 semester units toward Area B4	3
Western Civilization I: Ancient Near East to 1648	50	History 4	3	Humanities or Social Behavioral Sciences	3 semester units toward Area C2 or D	3
Western Civilization II: 1648 to Present	50	History 5	3	Humanities or Social Behavioral Sciences	3 semester units toward area D	3

-Actual transfer credits and number of units awarded for CLEP exams towards CSU GE and towards admission is determined by the CSU system. The CLEP chart is based on the most current information available at the time of catalog publication.

-The CSU system-wide policy for CLEP credit can be found at:

<https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx>

-Students should always see a counselor to review the applicability of CLEP credits towards the different academic requirements.









Section IV

# REQUIREMENTS FOR COLLEGE TRANSFER



# CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

## University of California (UC)

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

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



## California State University (CSU)

CSU Website: [www.csumentor.edu](http://www.csumentor.edu)

- CA Polytechnic State University, San Luis Obispo
- CA Polytechnic State University, Pomona
- CSU, Bakersfield
- CSU, Channel Islands
- CSU, Chico
- CSU, Domingues Hills
- CSU, East Bay
- CSU, Fresno
- CSU, Fullerton
- CSU, Long Beach
- CSU, Los Angeles
- CA Maritime Academy
- CSU, Monterey Bay
- CSU, Northridge
- CSU, Sacramento
- CSU, San Bernardino
- CSU, San Marcos
- CSU, Sonoma
- CSU, Stanislaus
- 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. 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. International coursework may only be applied to CSU GE if the international institution has United States regional accreditation. All other international coursework cannot be applied to CSU GE.

## 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 (three semester units or four to five quarter units each).
  - Complete one transferable course in mathematical concepts and quantitative reasoning (three semester or four to five quarter units).
  - Complete four transferable college courses (three 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 three semester or four to five 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 2018 must follow the 2018-2019 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. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

#### 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 & 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](http://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](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

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

### PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Each private or out-of-state college/university has its set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, you can meet with a counselor to see if Norco College has an articulation agreement with the school you are interested in. Also, some private and out-of-state universities do accept the CSU GE or IGETC pattern. Be sure to ask your counselor if this is the case with your school of interest. If there is no articulation agreement with the school, you may need to contact the school's admissions office for more information. After researching the transfer admission requirements, students are encouraged to follow up with a Norco College counselor or a representative from the school of interest. The Association of Independent California Colleges and Universities is a good source of information for private four-year institutions in California. Their website can be accessed at [www.aiccu.edu](http://www.aiccu.edu).



### ASSOCIATE DEGREES FOR TRANSFER (ADT)

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: [www.calstate.edu/transfer/adt-search/search.shtml](http://www.calstate.edu/transfer/adt-search/search.shtml).

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.

### ADMINISTRATION OF JUSTICE (CSUGE) NAS642 (IGETC) NAS643

This degree is designed to facilitate the student's passage from Norco College to the California State University system with an Associate in Science in Administration of Justice for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Criminal Justice at a 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 (18-19 Units)		Units
ADJ-1*	Introduction to the Administration of Justice	3
ADJ-3*	Concepts of Criminal Law	3
List A	Choose from the list below	6
List B	Choose from the list below	6-7

List A Choose two courses from the following (6 Units)		Units
ADJ-2	Principles and Procedures of the Justice System	3
ADJ-4	Legal Aspects of Evidence	3
ADJ-5	Community Relations	3
ADJ-8	Juvenile Law Procedures	3

List B Choose two courses from the following (6-7 Units)		Units
Any List A course not already used		
ADJ-9*	Law in American Society	3
ADJ-13	Criminal Investigation	3
ADJ-14	Advanced Criminal Investigation	3
MAT-12*/12H*	Statistics/Honors	4
POL-1*/1H*	American Politics/Honors	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-2*	American Social Problems	3
SOC-20*	Introduction to Criminology	3
SOC-50*	Introduction to Social Research Methods	3

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

**Associate in Science for Transfer Degree**

The Associate in Science in Administration of Justice for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis.

**ANTHROPOLOGY**

**(CSUGE) NAA616  
(IGETC) NAA618**

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

**Program Learning Outcomes**

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

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

Required Core Courses (18-19 units)		Units
ANT-1*/1H*	Physical Anthropology/Honors	3
ANT-2*/2H*	Cultural Anthropology /Honors	3
ANT-6*	Introduction to Archaeology	3
Group A	Choose 6-7 units from below	6-7
Group B	Choose 3 units from below	3

Electives Group A (6-7 units)		Units
ANT-3*	Prehistoric Cultures	3
GEG-1*/1H*	Physical Geography /Honors	3
GEG-2*	Human Geography	3
MAT-12*/12H*	Statistics/Honors Statistics	4

Electives Group B (3 units)		Units
ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.



**BIOLOGY****(CSUGE) NAS767  
(IGETC) NAS768**

The Associate in Science in Biology for Transfer Degree introduces the concepts and principles upon which biologic knowledge is based including the biochemistry, structure and function, ecology and evolution of organisms, from the levels of cells through the biosphere. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The Associate in Science in Biology for Transfer degree provides students with a core curriculum that will prepare them with the knowledge and skills required to earn a baccalaureate degree in biology. The intent of this degree is to assist students in seamlessly transferring to a California State University.

**Program Learning Outcomes**

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

- Be able to identify and explain fundamental biological concepts and principles on the molecular, cellular, organismal, population, ecological, environmental and evolutionary levels.
- Apply knowledge of biological concepts to formulate questions and hypotheses for research and demonstrate ability to find, read, understand, and critically evaluate scientific papers.
- Develop experimental skills and techniques used in laboratory and field research and use the scientific method to develop hypotheses, design and execute experiments.

Required Courses (32 units)	Units
BIO-60 (Formerly BIO-11*)	
Introduction to Molecular and Cellular Biology	5
BIO-61* (Formerly BIO-12*)	
Introduction to Organismal and Population Biology	5
CHE-1A*	5
CHE-1B*	5
MAT-1A*	4
PHY-2A*	4
and	
PHY-2B*	4
OR	
PHY-4A*	4
and	
PHY-4B*	4
Electricity & Magnetism	

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

**Associate in Science for Transfer Degree**

The Associate in Science in Biology for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth for STEM pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) for STEM pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**BUSINESS ADMINISTRATION****(CSUGE) NAS626  
(IGETC) NAS628**

This degree is designed to facilitate the student's passage from Norco College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

**Program Learning Outcomes**

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

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses (24-26 units)	Units	
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
BUS-18A	Business Law I	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	
	Principle of Macroeconomics	3
ECO-8*/8H*	Principles of Microeconomics/Honors	
	Principle of Microeconomics	3
List A	Select from the list below	3-4
List B	Select from the list below	6-7

List A Select one course from the following (3-4 units)	Units	
MAT-4*	Finite Mathematics	3
MAT-5*	Calculus for Business and Life Science	4
MAT-12*/12H*	Statistics/Honors Statistics	4

List B Select two courses from the following (6-7 units)	Units	
Any course from List A not used above	3-4	
CIS-1A	Introduction to Computer Information Systems	3
BUS-10/10H	Introduction to Business/Honors	3
or BUS-24	Business Communication	3

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

**Associate in Science for Transfer Degree**

The Associate in Science in Business Administration for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis.



**CHEMISTRY (IGETC) NAS769**

The Associate in Science in Chemistry for Transfer Degree introduces the concepts and principles upon which chemical knowledge is based, including chemical structures and nomenclature, stoichiometry and solving of chemical equations, the thermodynamics of chemical reactions, and theories of chemical bonding. Students will develop skills for critical/analytical thinking, perceptive reading/observation and interpretation. The Associate in Science in Chemistry for Transfer degree provides students with a core curriculum that will prepare them with the knowledge and skills required to earn a baccalaureate degree in chemistry.

**Program Learning Outcomes**

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

- Master content in inorganic and organic chemistry by describing chemical and physical structures and nomenclature, stoichiometry and solving of chemical equations, and analyzing and describing the nature of chemical reactions and energy.
- Measure and characterize properties of matter using a variety of research-level chemical instrumentation, laboratory techniques, statistical and computational methods
- Display effective cooperation with others on projects and clearly communicate experimental results through oral and written means.
- Demonstrate professional integrity, safety, and environmental stewardship.

Required Courses (36 Units)		Units
CHE-1A*	General Chemistry I	5
CHE-1B*	General Chemistry II	5
CHE-12A*	Organic Chemistry I	5
CHE-12B*	Organic Chemistry II	5
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4

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

**Associate in Science for Transfer Degree**

The Associate in Science in Chemistry for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) for STEM pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**COMMUNICATION STUDIES (CSUGE) NAA587 (IGETC) NAA588**

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

**Program Learning Outcomes**

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

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

Required Courses (18-19 units)		Units
COM-1*/1H*	Public Speaking/Honors	3
COM-9*/9H*	Interpersonal Communication/ Honors	3
Electives from Group A		3
Electives from Group B		6
Electives from Group C		3-4

Electives Group A (3 units)		Units
COM-3*	Argumentation and Debate	3
COM-6*	Dynamics of Small Group Communication	3

Electives Group B (6 units)		Units
Any course not applied in group A		
COM-2*	Persuasion in Rhetorical Perspective	3
COM-7*	Oral Interpretation of Literature	3
COM-12*	Intercultural Communication	3
COM-20*	Introduction to Communication Theory	3
JOU-7*	Mass Communications	3
Electives Group C (3-4 units)		Units

Any course not applied in group A or B above		
COM-11*	Storytelling	3
COM-13*	Gender and Communication	3
ANT-2*/2H*	Cultural Anthropology/Honors	3
ENG-1B*/1BH*	Critical Thinking and Writing/Honors	4
MAT-12*/12H*	Statistics/Honors Statistics	4
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Communication Studies for Transfer degree awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of "C" or better in all courses required for the major or area of emphasis.

## COMPUTER SCIENCE (IGETC) NAS650

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

### Program Learning Outcomes

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

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

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

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

### Associate in Science for Transfer Degree

The Associate in Science in Computer Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

## EARLY CHILDHOOD EDUCATION (CSUGE) NAS529 (IGETC) NAS530

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

### Program Learning Outcomes

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

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

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

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

### Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**ENGLISH**

**(CSUGE) NAA648  
(IGETC) NAA649**

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

**Program Learning Outcomes**

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

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

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

List A Choose two courses from the following (6 units):	Units
ENG-6* British Literature I: Anglo-Saxon through Eighteenth Century	3
ENG-7* British Literature II: Romanticism through Modernism/Post-Modernism	3
ENG-14* American Literature I: Pre-Contact through Civil War	3
ENG-15* American Literature II: 1860 to the Present	3
ENG-40* World Literature I: From Ancient Literatures to the Seventeenth Century	3
ENG-41* World Literature II: Seventeenth Century Through the Present	3

List B Choose two courses from the following (6 units)	Units
Any course from List A not already used	
ENG/HUM-8* Introduction to Mythology	3
ENG-11* Creative Writing	3
ENG-44* Poetry from the Twentieth Century to the Present	3

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

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**HISTORY**

**(CSUGE) NAA744  
(IGETC) NAA745**

The Associate in Arts in History for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in History at a California State University. This degree is designed to prepare students to transfer seamlessly to a CSU.

**Program Learning Outcomes**

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

- Describe, interpret, and evaluate a variety of sources of historical information.
- Demonstrate an understanding of the nature of historical processes.
- Describe and analyze economic, intellectual, political and social developments in history.
- Evaluate the role of individuals, institutions, and cultures in view of historical events in a global context.

Required Courses (18 units)	Units
HIS-6*/6H* Political and Social History of the United States/Honors	3
HIS-7*/7H* Political and Social History of the United States/Honors	3
HIS-1* History of World Civilizations I	3
HIS-2* History of World Civilizations II	3
List A Choose from the list below	3
List B Choose from the list below	3

**List A Select one course from the following (3 units)**

COM-12*	Intercultural Communication	3
ENG-20*	Survey of African American Literature	3
HIS-14*	African American History I	3
HIS-25*	History of Mexico	3
HIS-31*	Introduction to Chicana/o Studies	3
HIS-34*	History of Women in America	3
POL-4*/4H*	Introduction to World Politics/Honor	3
SOC-10*	Race and Ethnic Relations	3

**List B Select one course from the following (3 units)**

ECO-7*/7H*	Principles of Macroeconomics/Honors	3
GEG-2*	Human Geography	3
HIS-26*	History of California	3
HUM-4*/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/Honors	3
HUM-5/5H*	Arts and Ideas: Renaissance through the Modern Era/Honors	3
POL-1*/1H*	American Politics/Honors	3
POL-2*	Comparative Politics	3
SOC-1*/1H*	Introduction to Sociology/Honors	3

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in History for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**MATHEMATICS****(CSUGE) NAS719  
(IGETC) NAS720**

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

**Program Learning Outcomes**

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

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

**Required Courses (19-20 units)**

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

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

7-8

Group A		Units
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

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

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

**Associate in Science for Transfer Degree**

The Associate in Science in Mathematics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**PHILOSOPHY****(CSUGE) NAA715  
(IGETC) NAA717**

The Associate in Arts in Philosophy 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 in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.

**Program Learning Outcomes**

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

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

**Required Courses (18 units)**

	Units	
PHI/MAT-32*	Introduction to Symbolic Logic	3
PHI-10*/10H*	Introduction to Philosophy/Honors	3
or		
PHI-12*	Introduction to Ethics: Contemporary Moral Issues	3
List A	Choose from the list below	3
List B	Choose from the list below	6
List C	Choose from the list below	3



List A Take 3 units from the following:

Any course from the above required courses that has not been used or

PHI-33*	Introduction to Social and Political Philosophy	3
PHI/HUM 35*	Philosophy of Religion	3

List B Take 6 units from the following:

Any course from List A that has not been used or

PHI-11*	Critical Thinking	3
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List C Take 3 units from the following:

Any course from List A or B that has not been used or

PHI-15*	Bio-Medical Ethics	3
HIS-1*	History of World Civilizations I	3
HIS-2*	History of World Civilizations II	3
HUM-4*/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: The Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Philosophy for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in the major as determined by the community college district and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

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

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

**Program Learning Outcomes**

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

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

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

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

**Associate in Science for Transfer Degree**

The Associate in Science in Physics for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**POLITICAL SCIENCE (CSUGE) NAA754 (IGETC) NAA755**

The Associate in Arts in Political Science for Transfer degree is a curricular pattern designed specifically to transfer students as Political Science majors with junior status to the CSU system. Though the Associate in Arts in Political Science for Transfer also provides broad general preparation for Political Science majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Political Science for Transfer will be provided with a deep appreciation of the social, economic and cultural dimensions of politics and encouraged to approach all political issues and ideas critically.

**Program Learning Outcomes**

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

- Describe, explain, and evaluate American political institutions, political systems, policies and processes.
- Identify and analyze the major current global and domestic political theories and ideologies.
- Objectively explain critical issues in American, Comparative and World politics and be able to use theories and debates to argue convincingly in defense of a position, selecting examples to illustrate points and organizing these appropriately.
- Employ a variety of current social scientific methodologies in the research, analysis and evaluation of data.
- Demonstrate critical thinking ability including the understanding of alternative explanations and the forming of conclusions from the data presented.

<u>Required Courses (18-19 units)</u>		<u>Units</u>
POL-1*/1H*	American Politics/Honors	3
LIST A	Choose from the list below	9-10
LIST B	Choose from the list below	6

LIST A Choose three courses from the following (9-10 units)

POL-2*	Comparative Politics	3
POL-4/4H*	Introduction to World Politics/Honors	3
POL-11*	Political Theory	3
MAT-12*/12H*	Statistics/Honors Statistics	4

LIST B Choose two courses from the following (6 units)

Any course from List A not already used or		
POL-5*	Law and Politics	3
POL-13*	Introduction to American Foreign Policy	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
HIS-7*/7H*	Political and Social History of the US/Honors	3

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Political Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

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

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

**Program Learning Outcomes**

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

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

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

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

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**SOCIOLOGY****(CSUGE) NAA695  
(IGETC) NAA696**

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

**Program Learning Outcomes**

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

- Demonstrate an awareness and understanding of the historical and contemporary theoretical frameworks that form the basis of Sociological study.
- Demonstrate the utility of past and present sociological research and the research methodologies that form the basis of sociological inquiry.
- Demonstrate the ability to be academically proficient in at least two specific areas of sociological emphasis, i.e., Marriage and Family, Race/Ethnicity, Culture, Crime and Deviance, Social Problems.
- Demonstrate an understanding of the basic principles for at least one of the social sciences beyond Sociology, i.e., Anthropology or Psychology.

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

<u>Electives Group A (6-7 units)</u>		<u>Units</u>
MAT-12*/12H*	Statistics/Honors	4
SOC-2*	American Social Problems	3
SOC-50*	Introduction to Social Research Methods	3

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

<u>Electives Group C (3 units)</u>		<u>Units</u>
SOC-3*	Social Inequality	3
SOC-15*	Women in American Society	3
ANT-2*/2H*	Cultural Anthropology/Honors	3
PSY-1*/1H*	General Psychology/Honors	3
PSY-8*	Introduction to Social Psychology	3

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



**Associate in Arts for Transfer Degree**

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

**SPANISH**

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

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

**Program Learning Outcomes**

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

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

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

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

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

Students who have passed SPA-1H, SPA-2H or SPA-3N may use these courses towards degree completion.

**Associate in Arts for Transfer Degree**

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

minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

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

If a student has taken the AP Spanish Literature and Culture exam and obtained a score of 3, 4, or 5, three units of credit can be applied under List A.

ANT-2/2H	Introduction to Cultural Anthropology/Honors	CSU Area D
ANT-5	Cultures of Ancient Mexico	CSU Area D
ANT-8	Language and Culture	CSU Area D
ART-13	Pre-Columbian Art History	CSU Area C1
ART-14	Latin American Art: Colonial to the Present	CSU Area C1
COM-12	Intercultural Communication	CSU Area D
GEG-2	Introduction to Human Geography	CSU Area D
HIS-25	History of Mexico	CSU Area C2 or D
HIS-31	Introduction to Chicano/a Studies	CSU Area C2 or D
SOC-1/1H	Introduction to Sociology/Honors	CSU Area D
SOC-10	Race and Ethnic Relations	CSU Area D

**STUDIO ARTS**

**(CSUGE) NAA693  
(IGETC) NAA694**

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

**Program Learning Outcomes**

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

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

Required Courses (24 units)		Units
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
Electives	Choose from List A	3
Electives	Choose from List B	9

List A: Select 1 course (3 units)		Units
ART-1*	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART-5*	History of Non-Western Art	3
ART-9*	African Art History	3

List B: Select 3 courses (9 units)		Units
ART-20	Beginning Sculpture	3
ART-23	Color Theory and Design	3
ART-26	Beginning Painting	3
ART-36A	Computer Art-Introduction	3
or one of the following:		
ART-18	Intermediate Drawing	3
ART-40A	Figure Drawing-Introduction	3

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

### Associate in Arts for Transfer Degree

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.



## Norco College

### California State University General Education Requirements 2018-2019

*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 course can only be certified if it was approved for CSU GE when it was taken.

**Note: Riverside City College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.**

#### A. English Language Communication and Critical Thinking (min. 9 semester or 12 quarter 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 or 12 quarter 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 Laboratory  
(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 Introduction to General Physics  
PHY-11 Physics Lab (has a Corequisite of PHY-10)

##### B-2: Life Science:

ANT-1 Physical Anthropology or  
ANT-1H Honors Physical Anthropology  
ANT-1L Physical Anthropology Laboratory  
(has a Corequisite of ANT-1 or 1H)  
BIO-1 General Biology or  
BIO-1H Honors General Biology  
BIO-3 Field Botany  
BIO-4 Human Biology (Formerly BIO-17)

BIO-5 General Botany  
BIO-7 Marine Biology  
BIO-8 Principles of Ecology  
BIO-10 Life Science Principles  
BIO-18 Human Genetics (Formerly BIO-34)  
BIO-19 Environmental Sci. (Formerly BIO-36)  
BIO-45 Survey of Human Anatomy and Physiology (Formerly AMY-10)

BIO-50A Anatomy and Physiology I (Formerly AMY-2A)  
BIO-50B Anatomy and Physiology II (Formerly AMY-2B)  
BIO-55 Microbiology (Formerly MIC-1)  
BIO-60 Introduction to Molecular and Cellular Biology  
(Formerly BIO-11)  
BIO-61 Introduction to Organismal and Population Biology  
(Formerly BIO-12)  
PSY-2 Biological Psychology

##### B-3: Laboratory Activity:

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

##### B-4: Mathematics/Quantitative Reasoning (Grade of “C” or better is required; min. 3 semester or 4 quarter units):

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

MAT-5 Calculus for Business and Life Science  
MAT-10 Pre-Calculus  
MAT-11 College Algebra  
MAT-12 Statistics or  
MAT-12H Honors Statistics

MAT-25 Mathematics for the Liberal Arts Student  
MAT-36 Trigonometry  
PSY/SOC-48 Statistics for the Behavioral Sciences

#### C. Arts and Humanities (min. 9 semester or 12 quarter 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 or  
ART-2H Honors 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-9 African Art History  
ART-10 Modern and Contemporary Art History  
ART-12 Asian Art History  
ART-13 Pre-Columbian Art History  
ART-14 Latin American Art: Colonial to the Present  
COM-7 Oral Interpretation of Literature  
COM-11 Storytelling

DAN-6 Dance Appreciation  
GAM-21 History of Video Games  
MUS-3 Fundamentals of Music  
MUS-19 Music Appreciation or  
MUS-19H Honors Music Appreciation  
MUS-23 History of Rock and Roll  
MUS-25 Jazz Appreciation  
MUS-89 Music of Multicultural America or  
MUS-89H Honors Music of Multicultural America  
THE-3 Introduction to the Theater  
THE-29 Musical Theater Appreciation

##### C-2: Humanities:

COM-7 Oral Interpretation of Literature  
ENG-1B Critical Thinking and Writing or  
ENG-1BH Honors Critical Thinking and Writing  
ENG-6 British Literature I: Anglo-Saxon through 18<sup>th</sup> century  
ENG-7 British Literature II: Romanticism through Postmodernism

ENG-47 Inlandia: Regional Writing about the Inland Empire  
ENG-48 Short Story and Novel from 20<sup>th</sup> Century  
FRE-1 French 1  
FRE-2 French 2  
FRE-8 Intermediate Conversation  
HIS-1 History of World Civilizations I

HUM-5H Honors Arts and Ideas: The Renaissance through the Modern Era  
HUM-8 Intro. to Mythology (Same as ENG-8)  
HUM-9 American Voices  
HUM-10 World Religions or  
HUM-10H Honors World Religions  
HUM-11 Religion in America



**C-2: Humanities (Continued):**

ENG-8 Intro. 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-16 Introduction to Linguistics  
 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: From Ancient Literatures to the 17<sup>th</sup> Century  
 ENG-41 World Literature II: 17<sup>th</sup> Century Through the Present  
 ENG-44 Poetry from 20<sup>th</sup> century to the Present  
 ENG-45 Modern Drama

HIS-2 History of World Civilizations II  
 HIS-6 Political and Social History of the U.S. or HIS-6H Honors Political and Social History of the U.S.  
 HIS-7 Political and Social History of the U.S. or HIS-7H Honors Political and Social History of the U.S.  
 HIS-14 African American History I  
 HIS-25 History of Mexico  
 HIS-26 History of California  
 HIS-31 Introduction to Chicano/a Studies  
 HIS-34 History of Women in America  
 HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or  
 HUM-4H Honors Arts and Ideas: Ancient World through the Late Medieval Period  
 HUM-5 Arts and Ideas: The Renaissance through the Modern Era or

HUM-18 Death: An Interdisciplinary Perspective  
 HUM-23 The Bible as Literature (Same as ENG-23)  
 HUM-35 Philosophy of Religion (Same as PHI-35)  
 PHI-10 Introduction to Philosophy or  
 PHI-10H Honors Introduction to Philosophy  
 PHI-12 Intro. to Ethics: Contemporary Moral Issues  
 PHI-15 Bio-Medical Ethics  
 PHI-19 Native American Thought  
 PHI-22 Philosophy of Science  
 PHI-33 Intro. to Social and Political Philosophy  
 PHI-35 Philosophy of Religion (Same as HUM-35)  
 SPA-1 Spanish 1  
 SPA-2 Spanish 2  
 SPA-3 Spanish 3  
 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 or 12 quarter units) – Select three courses from at least two disciplines:**

ADJ-1 Introduction to Administration of Justice  
 ADJ-3 Concepts of Criminal Law  
 ADJ-9 Law in American Society  
 ANT-2 Cultural Anthropology or  
 ANT-2H Honors Cultural Anthropology  
 ANT-3 Prehistoric Cultures  
 ANT-4 Native American Cultures  
 ANT-5 Cultures of Ancient Mexico  
 ANT-6 Introduction to Archaeology  
 ANT-7 Anthropology of Religion  
 ANT-8 Language and Culture  
 COM-9 Interpersonal Communication or  
 COM-9H Honors Interpersonal Communication  
 COM-12 Intercultural Communication  
 COM-13 Gender and Communication  
 COM-20 Introduction to Communication Theory  
 EAR-20 Child Growth and Development  
 EAR-42 Child, Family and Community  
 ECO-4 Introduction to Economics  
 ECO-7 Principles of Macroeconomics or  
 ECO-7H Honors Principles of Macroeconomics  
 ECO-8 Principles of Microeconomics or

ECO-8H Honors Principles of Microeconomics  
 GEG-2 Human Geography  
 GEG-3 World Regional Geography  
 GEG-4 Geography of California  
 GEG-6 Geography of the U. S. and Canada  
 HIS-1 History of World Civilizations I  
 HIS-2 History of World Civilizations II  
 HIS-6 Political and Social History of the U.S. or HIS-6H Honors Political and Social History of the U.S.  
 HIS-7 Political and Social History of the U.S. or HIS-7H Honors Political and Social History of the U.S.  
 HIS-14 African American History I  
 HIS-25 History of Mexico  
 HIS-26 History of California  
 HIS-31 Introduction to Chicano/a Studies  
 HIS-34 History of Women in America  
 JOU-7 Mass Communications  
 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  
 PSY-1 General Psychology or  
 PSY-1H Honors General Psychology  
 PSY-8 Introduction to Social Psychology  
 PSY-9 Developmental Psychology  
 PSY-33 Theories of Personality  
 PSY-35 Abnormal Psychology  
 PSY-50 Research Methods in Psychology  
 SOC-1 Introduction to Sociology or  
 SOC-1H Honors Introduction to Sociology  
 SOC-2 American Social Problems  
 SOC-3 Social Inequality  
 SOC-10 Race and Ethnic Relations  
 SOC-12 Marriage and Family Relations  
 SOC-15 Women in American Society  
 SOC-20 Introduction to Criminology  
 SOC-50 Introduction to Social Research Methods

**E. Lifelong Learning and Self-Development (min. 3 semester or 4 quarter units):**

BIO-16 Human Reproduction and Sexual Behavior (Formerly BIO-30)  
 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-10 Introduction to Kinesiology  
 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

**Activity courses - Only 1 unit of activity coursework may be applied towards area E. Students may complete GUI-48 combined with 1 unit from the approved activity courses listed below in order to fulfill the 3 units required in area E:**

KIN-A3 Adaptive Physical Fitness  
 KIN-A20 Golf, Beginning  
 KIN-A21 Golf, Intermediate  
 KIN-A40 Karate, Beginning  
 KIN-A41 Karate, Intermediate  
 KIN-A46 Hatha Yoga, Beginning  
 KIN-A47 Hatha Yoga, Intermediate  
 KIN-A55 Slow Pitch Softball

KIN-A64 Soccer  
 KIN-A75A Walking for Fitness, Beginning  
 KIN-A75B Walking for Fitness, Intermediate  
 KIN-A77A Jogging for Fitness, Beginning  
 KIN-A77B Jogging for Fitness, Intermediate  
 KIN-A77C Jogging for Fitness, Advanced  
 KIN-A81A Physical Fitness, Beginning  
 KIN-A81B Physical Fitness, Intermediate

KIN-A83 Kickboxing Aerobics  
 KIN-A90A Weight Training, Beginning  
 KIN-A90B Weight Training, Intermediate  
 KIN-A90C Weight Training, Advanced  
 KIN-V10 Soccer, Varsity Men  
 KIN-V25 Soccer, Varsity Women  
 KIN-V95 Out of Season Varsity Sport Condition.

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

**CSU Graduation Requirement in United States History, Constitution and Government:**

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, 7 or 7H, 14, 31, or 34 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**

HIS-6 Political and Social History of the U.S. or  
 HIS-6H Honors Political and Social History of the U.S.  
 HIS-7 Political and Social History of the U.S. or  
 HIS-7H Honors Political and Social History of the U.S.  
 HIS-14 African American History I  
 HIS-31 Introduction to Chicano/a Studies  
 HIS-34 History of Women in America

**2. Constitution and Government**

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

**Note:** Norco College's POL-1 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students with a score of 3 or higher on the AP U.S. Government and Politics exam or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

**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. It is highly recommended to make an appointment with a counselor to ensure proper academic planning and to complete a student educational plan (SEP).

**Norco College**  
**Intersegmental General Education Transfer Curriculum (IGETC) 2018-2019**  
**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. A course can only be certified if it was approved for IGETC when it was taken.

**Note: Riverside City College and Moreno Valley College are separate colleges and the courses that are approved for IGETC may vary. Students who wish to take courses at another institution and apply them towards IGETC should always first consult with a counselor to make sure the course will fulfill the intended requirement.**

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 or 8-12 quarter 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

**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

**1B - Critical Thinking – English Composition:**

ENG-1B Critical Thinking and Writing or  
 ENG-1BH Honors Critical Thinking and Writing

**Area 2 – Mathematical Concepts and Quantitative Reasoning (min. 3 semester or 4 quarter units) – select one course:**

MAT-1A Calculus I**	MAT-3 Linear Algebra	MAT-12 Statistics or
MAT-1B Calculus II	MAT-5 Calculus for Business and Life Science**	MAT-12H Honors Statistics
MAT-1C Calculus III	MAT-10 Precalculus**	MAT-25 Mathematics for the Liberal Arts Student
MAT-2 Differential Equations	MAT-11 College Algebra**	PSY/SOC-48 Statistics for the Behavioral Sciences

**Area 3 – Arts and Humanities (min. 9 semester or 12 quarter 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-5 History of Non-Western Art	GAM-21 History of Video Games
ARE-36 History of Architecture - Renaissance through Modern	ART-6 Art Appreciation or	MUS-3 Fundamentals of Music
ART-1 History of Western Art: Pre- Historic, Ancient, and Medieval	ART-6H Honors Art Appreciation	MUS-19 Music Appreciation or
ART-2 History of Western Art: Renaissance through Contemporary or	ART-7 Women Artists in History	MUS-19H Honors Music Appreciation
ART-2H Honors History of Western Art: Renaissance through Contemporary	ART-9 African Art History	MUS-23 History of Rock and Roll
	ART-10 Modern and Contemporary Art History	MUS-25 Jazz Appreciation
	ART-12 Asian Art History	MUS-89 Music of Multicultural America or
	ART-13 Pre-Columbian Art History	MUS-89H Honors Music of Multicultural America
	ART-14 Latin American Art: Colonial to the Present	THE-3 Introduction to the Theatre
	DAN-6 Dance Appreciation	THE-29 Musical Theater Appreciation

**3B – Humanities:**

COM-12 Intercultural Communication*	ENG-48 Short Story and Novel from the 20 <sup>th</sup> Century	HUM-8 Introduction to Mythology (Same as ENG-8)
ENG-6 British Literature I: Anglo-Saxon through 18 <sup>th</sup> Century	FRE-2 French 2	HUM-9 American Voices
ENG-7 British Literature II: Romanticism through Postmodernism	FRE-8 Intermediate Conversation	HUM-10 World Religions or
ENG-8 Introduction to Mythology (Same as HUM-8)	HIS-1 History of World Civilizations I*	HUM-10H Honors World Religions
ENG-9 Introduction to Shakespeare	HIS-2 History of World Civilizations II*	HUM-11 Religion in America
ENG-14 American Literature I: Pre-Contact through Civil War	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-15 American Literature II: 1860 to the Present	HIS-7 Political and Social History of the U.S.*	HUM-23 The Bible as Literature (Same as ENG-23)
ENG-16 Introduction to Linguistics	HIS-7H Honors Political and Social History of the U.S.*	HUM-35 Philosophy of Religion (Same as PHI-35)
ENG-20 Survey of African American Literature	HIS-14 African American History I*	PHI-10 Introduction to Philosophy or
ENG-23 The Bible as Literature (Same as HUM-23)	HIS-25 History of Mexico*	PHI-10H Honors Introduction to Philosophy
ENG-30 Children’s Literature	HIS-26 History of California*	PHI-12 Intro. to Ethics: Contemporary Moral Issues
ENG-35 Images of Women in Literature	HIS-31 Introduction to Chicano/a Studies*	PHI-19 Native American Thought
ENG-40 World Literature I: From Ancient Literatures to the 17 <sup>th</sup> Century	HIS-34 History of Women in America*	PHI-22 Philosophy of Science
ENG-41 World Literature II: 17 <sup>th</sup> Century Through the Present	HUM-4 Arts and Ideas: Ancient World through the Late Medieval Period or	PHI-33 Introduction to Social and Political Philosophy
ENG-44 Poetry from the 20 <sup>th</sup> Century to the Present	HUM-4H Honors Arts and Ideas: Ancient World through the Late Medieval Period	PHI-35 Philosophy of Religion (Same as HUM-35)
ENG-45 Modern Drama	HUM-5 Arts and Ideas: The Renaissance through the Modern Era or	SPA-2 Spanish 2
ENG-47 Inlandia: Regional Writing about the Inland Empire	HUM-5H Honors Arts and Ideas: The Renaissance through the Modern Era	SPA-3 Spanish 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 or 12 quarter units) – Select three courses from at least two disciplines:

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

### Area 5 – Physical and Biological Sciences (min. 7 semester or 9 quarter 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-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  
 GEG-1H Honors Physical Geography  
GEG-1L Physical Geography Laboratory  
 (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 Introduction to General Physics\*\*  
PHY-11 Physics Lab (has a Corequisite of PHY-10)

#### 5B - Biological Science:

ANT-1 Physical Anthropology\* or  
 ANT-1H Honors Physical Anthropology\*  
ANT-1L Physical Anthropology Laboratory  
 (has a Corequisite of ANT-1 or 1H)  
BIO-1 General Biology or  
BIO-1H Honors General Biology  
BIO-3 Field Botany  
BIO-4 Human Biology (Formerly BIO-17)

BIO-5 General Botany  
BIO-7 Marine Biology  
BIO-8 Principles of Ecology\*\*  
BIO-10 Life Science Principles\*\*  
BIO-18 Human Genetics (Formerly BIO-34)  
BIO-19 Environmental Sci.\*\* (Formerly BIO-36)  
BIO-45 Survey of Human Anatomy and Physiology  
 (Formerly AMY-10)

BIO-50A Anatomy and Physiology I (Formerly AMY-2A)  
BIO-50B Anatomy and Physiology II (Formerly AMY-2B)  
BIO-55 Microbiology (Formerly MIC-1)  
BIO-60 Introduction to Molecular and Cellular Biology  
 (Formerly BIO-11)  
BIO-61 Introduction to Organismal and Population Biology  
 (Formerly BIO-12)  
 PSY-2 Biological Psychology\*

**5C – Science Laboratory:** This requirement is satisfied by completion of any course in 5A or 5B with a laboratory. Lab courses are underlined.

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

#### 6A:

FRE-1 French 1  
 FRE-2 French 2  
 SPA-1 Spanish 1  
 SPA-2 Spanish 2  
 SPA-3 Spanish 3  
 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:

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, 7 or 7H, 14, 31, or 34 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

HIS-6 Political and Social History of the U.S. or  
 HIS-6H Honors Political and Social History of the U.S.  
 HIS-7 Political and Social History of the U.S. or  
 HIS-7H Honors Political and Social History of the U.S.  
 HIS-14 African American History I  
 HIS-31 Introduction to Chicano/a Studies  
 HIS-34 History of Women in America

#### 2. Constitution and Government

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

**Note:** Norco College's POL-1 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students with a score of 3 or higher on the AP U.S. Government and Politics exam or who have taken a U.S. government class at a regionally accredited out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

**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. For updated information about IGETC limitations visit: <http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>
- It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).



### ***INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR STEM***

**IGETC for STEM** - Students pursuing certain Associate Degrees for Transfer may be eligible to complete IGETC for STEM, deferring two to three lower-division GE courses until after transfer. IGETC for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Norco College, currently only ADT's in Biology and Chemistry allow IGETC for STEM.**

**“IGETC for STEM” certification as part of an Associate Degree for Transfer in Biology or Chemistry would require: Complete the following courses *before* transfer:**

- All courses in Areas 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC; and
- One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.

**Complete the following courses *after* transfer:**

- One remaining lower-division general education course in Area 3;\*
- One remaining lower-division general education course in Area 4;\* and
- One course in Area 6 for UC-bound students who have not satisfied it through proficiency.\*

\*These deferred lower division courses must be replaced with calculus and/or science courses required by the major before transfer. ***Please consult with a Norco College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.***

### ***CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION FOR STEM***

**CSU GE for STEM** - Students pursuing certain Associate Degrees for Transfer may be eligible to complete CSU GE for STEM, deferring two lower-division GE courses until after transfer. CSU GE for STEM is applicable only to majors in which the Transfer Model Curriculum explicitly indicates the availability of the option. **At Norco College, currently only the ADT in Biology allows CSU GE for STEM.**

**“CSU GE Breadth for STEM” certification as part of an Associate Degree for Transfer in Biology would require that the student has completed:**

- a. All courses in Areas A, B, and E of the traditional GE Breadth curriculum; and
- b. One course in Area C1 Arts and one course in Area C2 Humanities; and
- c. Two courses in Area D from two different disciplines.

***Please consult with a Norco College counselor to discuss which general education pattern is the best option for you based on your individual major, goals, and transfer institution.***





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 may earn 1-3 units per semester for 60-225 hours of volunteer or paid work experience, respectively, plus weekly attendance at a one hour lecture class or participation in the online course. Students can take two semesters of general work experience for a maximum of six 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 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

ACC	Accounting
ADJ	Administration of Justice
ARE	Architecture
ART	Art
BUS	Business Administration

CAT	Computer Applications and Office Technology
CIS	Computer Information Systems
CON	Construction Technology
EAR	Early Childhood Education
EDU	Education
ELE	Electronics
ENE	Engineering
GAM	Simulation and Gaming
JOU	Journalism
KIN	Kinesiology
MAG	Management
MAN	Manufacturing
MKT	Marketing
MUS	Music
PHO	Photography
RLE	Real Estate
SCT	Supply Chain Technology
THE	Theater

## HIGH SCHOOL COURSES

### Foreign Languages

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

### Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the Assessment webpage at <https://www.norcocollege.edu/services/assessment/Pages/Chemistry.aspx>.

### Articulated Courses

The Riverside Community College District (RCCD) colleges (Moreno Valley, Norco, and Riverside City) have articulation agreements with partnering secondary education districts. Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to more efficiently reach their educational and career goals. The articulated credit is transcribed as a letter grade on a student's RCCD college transcript. The minimum grade required for articulated credit is a "B." Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, and instructions on how to apply for articulated credit, by visiting [www.explorecte.com/articulation](http://www.explorecte.com/articulation). For further information or assistance, please contact the Career and Technical Education Projects office, [cte-info@rccd.edu](mailto:cte-info@rccd.edu).

## MORENO VALLEY COLLEGE

**Colton-Redlands-Yucaipa Regional Occupational Program**  
 Criminal Investigation (ADJ-13)  
 Virtual Enterprise (BUS-30)  
 Creating an Online Business (BUS-51)  
 Video Game Design (CIS-36)  
 Mind Matters: A Study of Mental Health and Illness (HMS-17)  
 Ethics in Health Care (PHI-15)

**Moreno Valley Unified School District**

Accounting I (ACC-55)  
 BA Empowering Entrepreneurs (BUS-10)  
 Virtual Business (BUS-30)  
 Computer Applications I and II (CAT-50)  
 Office Suite I and II (CAT-80)  
 Introduction to Health Care (HET-79)  
 Body Systems and Disorders (MDA-1A)

**NuView Union School District**

Anatomy/Physiology BIO-45 (formerly AMY-10)

**Riverside County Office of Education**

Emergency Medical Technician (EMS-50 and EMS-51)  
 Professional Business Communications ROP  
 (BUS-22 and BUS-47)  
 Introduction to Health Careers (HET-79)  
 Introduction to Medical Professions (HET-79)

**Riverside Unified School District**

Intro to Health Careers (HET-79)  
 Medical Terminology (MDA-1A)

**Val Verde Unified School District**

Introduction to Business (BUS-10)  
 Photography II (PHO-20)

**NORCO COLLEGE****Alvord Unified School District**

Accounting Principles (ACC-55)  
 Anatomy/Physiology BIO-45 (formerly AMY-10)  
 CADD 1/ Introduction and CADD 3/Architectural Design (ARE-24)  
 CADD 1/Introduction and CADD 2 Engineering Graphics and  
 Design (ENE-21)  
 CADD 1/Introduction, CADD 2/Engineering Graphics and  
 Design and CADD 4/Animation (ENE-30)

**Baldy View Regional Occupational Program**

Digital Arts  
 (ART-36A)

**Chaffey Joint Union High School District**

Art 3D Design I 1 and 2 (ART-20)  
 Digital Arts I 1 and 2 (ART-36A)  
 Computer Graphic Design I 1 and 2 (CIS-78A)

**Colton-Redlands-Yucaipa Regional Occupational Program**

Construction Technology (CON-60)  
 STEAM Shop (ENE-10)  
 Advanced Manufacturing I (MAN-38 and MAN-56)  
 Advanced Manufacturing 2 (MAN-39)

**Corona-Norco Unified School District**

Applied Accounting A/B (ACC-55)  
 Computerized Accounting 1A and 1B (ACC-65)  
 Anatomy and Physiology 1A and 1B, BIO-45 (formerly AMY-10)  
 Architectural Design 1A and 1B (ARE-24 and ARE-25)  
 Introduction to Business (BUS-10)  
 Business Law (BUS-18A)  
 Business Management and Leadership (MAG-44)  
 Introduction to PowerPoint (CAT-65)

Advanced Microsoft Word (CAT-80)  
 Introduction to Excel (CAT-98A)  
 Technology Applications 1A and 1B (CIS-1A)  
 Intro to Engineering & Architectural Design 1A and 1B  
 (ENE-21 and ENE-30)  
 Computer Aided Drafting 2A and 2B (ENE-42)  
 History of Video Games (GAM-21)  
 Game Design Principles (GAM-22)  
 Digital Game Design A/B (GAM-23)  
 Video Game Prototyping A/B (GAM-24)  
 Intro to Simulation and Game Development (GAM-35)  
 Intro to Game Programming (GAM-50)  
 Digital Drawing for Game Art (GAM-80)  
 Business Management and Leadership (MAG-44)

**Fontana Unified School District**

Construction Technology (CON-60)

**Lake Elsinore Unified School District**

AP Computer Science A (CIS-18A)  
 IB Design Technology HL2 (ENE-42)  
 Introduction to Engineering Design (ENE- 42)

**Moreno Valley Unified School District**

Digital Electronics (ELE-25)  
 Principles of Engineering (ENE- 10)

**Murrieta Valley Unified School District**

Video Gaming 1/Computer Programming & Game Design  
 (GAM- 22 and GAM-35)  
 Video Gaming 2 – Game Design and Development (GAM-50 and  
 GAM-80)

**Riverside County Office of Education ROP**

CIS Microsoft Tools Comprehensive (CAT-3)

**Riverside Unified School District**

Anatomy and Physiology BIO-45 (formerly AMY-10)  
 Global Business Info/Tech Acad 2 (BUS- 30)  
 Digital Electronics (ELE-25)  
 Principles of Engineering (ENE-10 and ENE-60)  
 Game Design Principles (GAM-22)  
 Digital Game Design (GAM-50)

**Val Verde Unified School District**

Anatomy and Physiology BIO-45 (formerly AMY-10)

**RIVERSIDE CITY COLLEGE****Alvord Unified School District**

American Sign Language 2 (AML-1)  
 American Sign Language 3 (AML-2)

**California School for the Deaf, Riverside**

Intro to Graphic Arts, Int. Graphics Tech, and Adv Graphic Prod  
 (ADM- 77A)  
 Intro to Auto, Auto Service, and Auto Mechanics Comp (AUT-50)  
 Intro/Int./Adv Digital Imaging (PHO-20)

**Chaffey Joint Union High School District**

Computer Graphic Design III 1 and 2 (ADM-63A)  
Computer Graphic Design II 1 and 2 (ADM-77A)

**Colton-Redlands-Yucaipa Regional Occupational Program**

Introduction to Criminal Justice (ADJ-1)  
Graphic Communications (ADM-1)  
Graphic Design - Honors (ADM-62)  
Graphic Design I (ADM-63A)  
The Art of Animation (ADM-67)  
Fundamental Web Page Design (ADM-74A)  
Automotive General Service Technician (AUT-50)  
Cybersecurity I (CIS-21)  
CISCO Internetworking, Level 1 (CIS-26A)  
CISCO Internetworking, Level 2 (CIS-26B)  
Cybersecurity II (CIS-27)  
Microsoft Office (CIS-93)  
Digital Video Production I (FTV-67)  
Digital Video Production II (FTV-74)  
Careers in Nutrition and Wellness (KIN-4)  
Sports Medicine & Therapy (KIN-16)  
Personal Fitness Trainer (KIN-43)  
Fashion Marketing (MKT-20)  
Sports & Entertainment Marketing (MKT-50)  
Welding Technology (WEL-15)

**Corona-Norco Unified School District**

3D Animation 1A/1B (ADM-68A)  
3D Animation 2A/2B (ADM-68B)  
Introduction to Word (CAT- 34A)  
Introduction to PowerPoint (CAT-65)  
Advanced Microsoft Word (CAT-80)  
Introduction to Excel (CAT-98A)  
Photography 1A/1B (PHO-8)  
Digital Photography 1A/1B (PHO-20)

**Fontana Unified School District**

Dance 3 (DAN-7, DAN-D21, DAN-D32 and DAN-D37)

**Jurupa Unified School District**

Video Production and Television Production (FTV-45A)  
Video Production (FTV-67)  
Photography 1 (PHO-8)

**Lake Elsinore Unified School District**

Design 2 (ADM-71A)  
Digital Video Production (FTV-64A)  
Welding and Materials Joining 2 (WEL- 15)  
Welding and Materials Joining 1 (WEL-34)

**Moreno Valley Unified School District**

Web Page Design (ADM-74)  
Automotive Technology I and II (AUT-50)  
Photography (PHO-8 and PHO-9)

**Murrieta Valley Unified School District**

Intro to Design (Project Lead the Way) (ENE-4)

**Riverside County Office of Education ROP**

Graphics Technology I and II (ADM-1)  
Digital Imaging (ADM-71A and ADM-77A)  
Print Media Production (ADM-85A)  
Auto Collision & Refinishing Essentials (AUB-50)  
Maintenance & Light Repair I (AUT-50)  
Website Design & Development (CIS-72A)  
CIS Microsoft Tools I: Introduction of Word/Excel/PowerPoint (CIS-34A)  
CIS Microsoft Tools II: Intermediate-Advanced Word/Excel/PowerPoint (CIS-98A)  
Digital Film Production (FTV-67)  
Retail Merchandising and Principles of Marketing (MKT-20)  
Digital Photography I (PHO-20)

**Riverside Unified School District**

Web Design 2 (ADM-74)  
Computer Support Specialist-IT Essentials (CIS-25)  
Internet Engineering (CIS-26A and CIS-26B)  
Introduction to Engineering Design (ENE-4)  
Broadcast Journalism (FTV-45A)  
Digital Film Production I (FTV-67)  
Advanced Digital Video Production (FTV-67)  
Media/Arts Acad 3 (FTV-67)  
Music Technology/Comp 1 (FTV-73)  
Music Tech II (MUS-8A)  
Music Tech III (MUS-8B)

**San Bernardino City Unified School District**

Adobe Prep 1A/1B (ADM-71A)

**Temecula Valley Unified School District**

American Sign Language 1 and 2 (AML- 1)

**Val Verde Unified School District**

Photography II (PHO-20)

**CAREER AND TECHNICAL EDUCATION PROGRAMS**

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

**Need for Specialized Training**

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



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

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

### Certificate Course Requirements

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

### Apprenticeship

Norco College conducts apprenticeship programs in cooperation with industry. An apprenticeship program is a formal system of career training from two to five years that combines paid employment, on-the-job training and job related college-level instruction in order to develop highly skilled workers. Apprenticeship programs may lead to an Associate of Science Degree.

Apprenticeship programs between the Joint Apprenticeship Training Committee (JATC) and the College are a cooperative effort. The JATC is composed of representatives from both labor and management from each apprenticeship area and their purpose is to oversee apprenticeship training. Registered apprenticeship programs are approved by the Division of Apprenticeship Standards of the California Department of Industrial Relations.

Enrollment in an apprenticeship course is limited to registered apprentices; however, anyone meeting the apprenticeship requirements can apply for acceptance. Information on admission to apprenticeship programs can be obtained from the local JATC having jurisdiction over the trade in which you are interested.

### Apprenticeship Certificate Course Requirements

Registered apprentices who have completed at least two terms of an approved registered apprenticeship program at Norco College may apply for an apprenticeship certificate.

### ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree consists of coursework 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 (sometimes 12 units or more) completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

### LOCALLY-APPROVED CERTIFICATE


(Certificate of Career Preparation)

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



Location	Program & Program Code	Locally Approved Certificates	State Approved Certificates	Associate Degree
<b>Moreno Valley College</b>				
Ben Clark Training Center	Administration of Justice - MAS504/MAS504B/MAS504C/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement - MAS563/MAS563B/MAS563C/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic - MAS585/MAS585B/MAS585C/MCE585		•	•
	Fire Technology - MAS555/MAS555B/MAS555C/MCE555		•	•
	Chief Officer - MAS826/MAS826B/MAS826C/MCE826		•	•
	Fire Officer - MAS827/MAS827B/MAS827C/MCE827		•	•
	Firefighter Academy - MAS669/MAS669B/MAS669C/MCE669		•	•
<b>NORCO COLLEGE</b>				
International Rectifier Temecula	Digital Electronics - NAS656/NAS656B/NAS656C/NCE656		•	•

Program	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494*/MAA494B*/MAA494C*	NAA494*/NAA494B*/NAA494C*	AA494*/AA494B*/AA494C*
American Studies			•	MAA492*/MAA492B*/MAA492C*		AA492*/AA492B*/AA492C*
Communications, Media & Languages			•	MAA495*/MAA495B*/MAA495C*	NAA495*/NAA495B*/NAA495C*	AA495*/AA495B*/AA495C*
Fine & Applied Arts			•	MAA496*/MAA496B*/MAA496C*	NAA496*/NAA496B*/NAA496C*	AA496*/AA496B*/AA496C*
Humanities, Philosophy & Arts			•	MAA497*/MAA497B*/MAA497C*	NAA497*/NAA497B*/NAA497C*	AA497*/AA497B*/AA497C*
Kinesiology, Health and Wellness			•	MAA498*/MAA498B*/MAA498C*	NAA498*/NAA498B*/NAA498C*	AA498*/AA498B*/AA498C*
Social & Behavioral Studies			•	MAA499*/MAA499B*/MAA499C*	NAA499*/NAA499B*/NAA499C*	AA499*/AA499B*/AA499C*
Math and Science			•	MAS493*/MAS493B*/MAS493C*	NAS493*/NAS493B*/NAS493C*	AS493*/AS493B*/AS493C*

 Associate Degree for Transfer™	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•		NAS642*	AS642*
With IGETC pattern			•		NAS643*	AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	AA616*
With IGETC pattern			•	MAA618*	NAA618*	AA618*
Art History						
With CSUGE pattern			•			AA742*
With IGETC pattern			•			AA743*
Biology						
With CSUGE pattern			•	MAS767	NAS767	
With IGETC pattern			•	MAS768	NAS768	
Business Administration						
With CSUGE pattern			•	MAS626*	NAS626*	AS626*
With IGETC pattern			•	MAS628*	NAS628*	AS628*
Chemistry						
With IGETC pattern			•		NAS769	
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
Economics						
With CSUGE pattern			•			AA756*
With IGETC pattern			•			AA757*
English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Geography						
With CSUGE pattern			•			AA758*
With IGETC pattern			•			AA759*
History						
With CSUGE pattern			•	MAA744*	NAA744*	AA744*
With IGETC pattern			•	MAA745*	NAA745*	AA745*

Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Philosophy						
With CSUGE pattern			•	MAA715*	NAA715*	AA715*
With IGETC pattern			•	MAA717*	NAA717*	AA717*
Physics						
With CSUGE pattern			•		NAS638*	AS638
With IGETC pattern			•		NAS640*	AS640
Political Science						
With CSUGE pattern			•	MAA754*	NAA754*	AA754*
With IGETC pattern			•	MAA755*	NAA755*	AA755*
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Spanish						
With CSUGE pattern			•	MAA707*	NAA707*	AA707*
With IGETC pattern			•	MAA708*	NAA708*	AA708*
Studio Arts						
With CSUGE pattern			•	MAA693*	NAA693*	AA693*
With IGETC pattern			•	MAA694*	NAA694*	AA694*
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*

Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504*/MAS504B*/MAS504C*/MCE504*		AS504*/AS504B*/AS504C*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•					CE785*
Law Enforcement		•	•	MAS563*/MAS563B*/MAS563C*/MCE563*		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/AS596B/AS596C/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>						
Basic Graphic Communication	•					CE822
Basic Graphic Design	•					CE823
Graphic Design and Printing		•	•			AS653/AS653B/AS653C/CE653
Electronic Publishing and Design	•					CE862
Motion Graphics and 3D Animation	•					CE821
<b>ARCHITECTURE</b>						
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Collision Repair-Refinishing and Paint		•	•			AS511/AS511B/AS511C/CE511
Automotive Trim and Upholstery		•	•			AS516/AS516B/AS516C/CE516
Electrical		•	•			AS513/AS513B/AS513C/CE513
Ford Specialty			•			AS519/AS519B/AS519C
General Motors Specialty			•			AS583/AS583B/AS583C
Mechanical		•	•			AS515/AS515B/AS515C/CE515

Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523*/MAS523B*/MAS523C*/MCE523*	NAS523*/NAS523B*/NAS523C*/NCE523*	AS523*/AS523B*/AS523C*/CE523*
Banking and Finance Concentration		•	•			AS631*/AS631B*/AS631C*/CE631*
General Business Concentration		•	•	MAS524*/MAS524B*/MAS524C*/MCE524*	NAS524*/NAS524B*/NAS524C*/NCE524*	AS524*/AS524B*/AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/AS623C*/CE623*
Logistics Management Concentration		•	•		NAS580*/NAS580B*/NAS580C*/NCE580*	
Management Concentration		•	•	MAS521*/MAS521B*/MAS521C*/MCE521*	NAS521*/NAS521B*/NAS521C*/NCE521*	AS521*/AS521B*/AS521C*/CE521*
Marketing Concentration		•	•	MAS525*/MAS525B*/MAS525C*/MCE525*		AS525*/AS525B*/AS525C*/CE525*
Real Estate Concentration		•	•	MAS527*/MAS527B*/MAS527C*/MCE527*	NAS527*/NAS527B*/NAS527C*/NCE527*	AS527*/AS527B*/AS527C*/CE527*
Entrepreneurship		•	•			AS531*/AS531B*/AS531C*/CE531*
Entrepreneurship	•					CE874
Entrepreneurship: Getting Started	•				NCE861	
Entrepreneurship: Legal and Finance	•				NCE864*	
General Business	•					CE878
Gig Economy	•					CE872
Human Resources	•					CE868
International Business	•					CE627*
Management	•					CE877
Marketing	•					CE879
Operations and Production Mgmt	•					CE833*
Real Estate Practice	•					CE873
Real Estate Salesperson and Transaction	•				NCE854*	CE869
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557*/MAS557B*/MAS557C*/MCE557		



Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Business Information Worker		•				CE522
Business Information Worker		•	•		NAS522/NAS522B/ NAS522C/NCE522	
Executive Office Management		•	•			AS639*/AS639B*/ AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803*	
C++ Programming		•				CE741
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726*/MAS726B* MAS726C*/MCE726*		
Computer Programming		•	•	MAS728*/MAS728B*/ MAS728C*/MCE728*	NAS728*/NAS728B*/ NAS728C*/NCE728*	AS728*/AS728B*/ AS728C*/CE728*
Full Stack Web Design	•				NCE889	
Graphic Design		•	•		NAS647*/NAS647B*/ NAS647C*/NCE647*	
Information Security and Cyber Defense		•				CE740
Information Security	•					CE870
Java Programming	•				NCE809*	
Java Programming		•				CE742*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Web Master-Web Designer	•			MCE820*		CE820*
Web Master-Web Developer	•			MCE843*		CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NAS532B/ NAS532C/NCE532	
<b>COSMETOLOGY</b>		•	•			AS534/AS534B/ AS534C/ CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/AS537B*/ AS537C*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/AS535B*/ AS535C*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician		•				CE673

<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>CULINARY ARTS</b>		•	•			AS561/AS561B/ AS561C/ CE561
<b>DANCE</b>						
Pilates Dance/Conditioning Instructor	•					CE857
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MAS621B/ MAS621C/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724/MAS724B/ MAS724C		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NAS539B/ NAS539C/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544*/MAS544B*/ MAS544C*/MCE544*	NAS544*/NAS544B*/ NAS544C*/NCE544*	AS544*/AS544B*/ AS544C*/CE544*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Early Childhood Intervention Assistant		•	•	MAS601*/MAS601B*/ MAS601C*/MCE601*	NAS601*/NAS601B*/ NAS601C*/NCE601*	AS601*/AS601B*/ AS601C*/CE601*
Infant and Toddler Specialization	•			MCE681*		CE681*
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603*/MAS603B*/ MAS603C*/MCE603*		AS603*/AS603B*/ AS603C*/CE603*
<b>ELECTRICIAN/ELECTRONICS</b>						
Digital Electronics		•	•		NAS656/NAS656B/ NAS656C/NCE656	
Electrician		•	•		NAS766/NAS766B/ NAS766C/NCE766	
Electrician Apprenticeship		•	•		NAS485/NAS485B/ NAS485C/NCE485	
Green Technician	•				NCE856	
Sound and Communication Systems Installer Apprenticeship		•	•			
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MAS585B/ MAS585C/MCE585		
<b>ENGINEERING</b>						
3-D Mechanical Drafting	•				NCE863	
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763	
With CSUGE pattern			•		NAS764	
With IGETC pattern			•		NAS765	
<b>ENGLISH AS A SECOND LANGUAGE</b>	•			MCE866		

Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641*/AS641B*/AS641C*/CE641
<b>FIRE TECHNOLOGY</b>		•	•	MAS555*/MAS555B*/MAS555C*/MCE555		
Chief Officer		•	•	MAS826/MAS826B/MAS826C/MCE826		
Fire Officer		•	•	MAS827/MAS827B/MAS827C/MCE827		
Firefighter Academy		•	•	MAS669/MAS669B/MAS669C/MCE669		
<b>GAME DEVELOPMENT</b>						
Game Art: Character Modeling		•	•		NAS687/NAS687B/NAS687C/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NAS688B/NAS688C/NCE688	
Game Design		•	•		NAS685*/NAS685B*/NAS685C*/NCE685	
Game Programming		•	•		NAS691*/NAS691B*/NAS691C*/NCE691	
<b>HUMAN SERVICES</b>		•	•	MAS663/MAS663B/MAS663C/MCE663		
Employment Support Specialization	•			MCE802		
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597*/AS597B*/AS597C*/CE597
Coaching Emphasis		•	•			AS599*/AS599B*/AS599C*/CE599
Fitness Professions Emphasis		•	•			AS595*/AS595B*/AS595C*/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579*/NAS579B*/NAS579C*/NCE579*	
<b>MANUFACTURING TECHNOLOGY</b>						
Computer Numerical Control Programming		•	•		NAS655/NAS655B/NAS655C/NCE655	
Computerized Numerical Control (CNC) Operator	•				NCE799	
Conventional Machine Operator	•				NCE865	
Facilities Maintenance		•	•		NAS771/NCE771	
Industrial Automation		•	•		NAS737/NAS737B/NAS737C/NCE737	

<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/MAS701C*/MCE701		
<b>MUSIC</b>			•	MAA564*/MAA564B*/MAA564C*		AA680/AA680B/AA680C
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>MUSIC INDUSTRY STUDIES</b>						
Audio Production		•	•		NAS684*/NAS684B*/NAS684C*/NCE684	
Performance		•	•		NAA645/NAA645B/NAA645C/NCE645	
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586/AS586B/ AS586C
Vocational Nursing		•	•			AS588/AS588B/AS588C/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*/AS591B*/AS591C*
<b>PHOTOGRAPHY</b>		•	•			AS592/AS592B/AS592C/CE592
<b>RETAIL MANAGEMENT/WAFC</b>		•	•		NAS536*/NAS536B*/NAS536C*/NCE536*	
<b>SIGN LANGUAGE INTERPRETING</b>		•	•			AS505*/AS505B*/AS505C*/CE505
<b>SUPPLY CHAIN TECHNOLOGY</b>		•	•		NAS408/NAS408B/NAS408C/NCE408	
<b>WELDING TECHNOLOGY</b>		•	•			AS606/AS606B/AS606C/CE606
Pipe Welding	•					CE849
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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

**ACCOUNTING**

See BUSINESS ADMINISTRATION

**ADMINISTRATION OF JUSTICE**

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

**CRIME SCENE INVESTIGATION (NR) NCE619**

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

**Certificate Program**

**Program Learning Outcomes**

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

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

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

**ARCHITECTURE**

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

**ARCHITECTURAL GRAPHICS (N) NCE787**

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

**Certificate Program**

**Program Learning Outcomes**

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

- Complete a set of residential working drawings, which may include first floor drawings, second floor drawings, foundation drawings, elevations, cross-sections, framing, electrical drawings, and structural detail.
- Demonstrate an ability to apply and integrate computer technology into the design process to achieve a desired result.

<u>Required Courses (9 units)</u>		<u>Units</u>
ARE-24	Architectural Drafting	3
ENE-21	Drafting	3
ENE-30	Computer-Aided Drafting (CAD)	3

**AUDIO PRODUCTION**

See MUSIC INDUSTRY STUDIES

## 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
or BUS-24	Business Communication	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
Logistics Management	12
Management	12
Real Estate	12

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

#### Associate of Science Degree

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

## ACCOUNTING CONCENTRATION (MNR)

NAS523/NAS523B/NAS523C/NCE523

This program prepares individuals to practice the profession of accounting and to perform related business functions. This includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, tax accounting, legal aspects of accounting, reporting procedures, statement analysis, planning and consulting, business information systems, accounting research methods, professional standards and ethics, and applications to specific for-profit, public, and non-profit organizations.

### Program Learning Outcomes

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Accounting concentration, students should be able to accomplish at least three of the following eight tasks:

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

#### Business Administration Major Core Requirements 18

Required for this concentration		3
ACC-1B	Principles of Accounting II	3
and		
Select another 9 units from the following:		9
ACC-61	Cost Accounting	3
ACC-62	Payroll Accounting	3
ACC-63	Income Tax Accounting	3
ACC-65	Computerized Accounting	3
ACC-66	Non-Profit and Governmental Accounting	3
ACC-200	Accounting Work Experience	1-2-3-4
BUS/ MAG-47	Applied Business and Management Ethics	3



**BUSINESS INFORMATION WORKER (NR) NCE522**  
**AS Degree (NAS522)**

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate computer literacy with respect to computer hardware and software applications.
- Apply standard rules of business conduct and customer service.
- Develop specialized keyboarding skills at an employable level of accuracy and speed.
- Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business and office tasks.
- Apply oral and written communication skills in various business and office environments.
- Design, modify, query, and manipulate lists (database and information in workbooks) using common formulas, data and what if scenario tools to organize and convey information.

Required Courses (19 units)		Units
CAT-1A	Business Etiquette	1
CAT/CIS/BUS-3	Computer Applications for Business	3
CAT-31	Business Communications	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-90	Microsoft Outlook	3
CAT 93	Computers for Beginners	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5

**Associate in Science Degree**

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

**GENERAL BUSINESS CONCENTRATION (MNR)**  
**NAS524/NAS524B/NAS524C/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**

<u>Select another 12 units from the following:</u>		<u>12</u>
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/	Applied Business and Management Ethics	3
MAG-47		
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

**LOGISTICS MANAGEMENT CONCENTRATION (N)**  
**NAS580/NAS580B/NAS580C/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**

<u>Required for this concentration</u>	<u>3</u>
BUS-80 Principles of Logistics	3
and	
<u>Select another 9 units from the following:</u>	<u>9</u>
BUS-82 Freight Claims	1.5
BUS-83 Contracts	1.5
BUS-85 Warehouse Management	3
BUS-86 Transportation and Traffic Management	3
BUS-87 Purchasing and Supply Management	3
BUS-90 International Logistics	3

*Note: Students may petition to have elective credit applied toward this Certificate for military training, extra-institutional learning, and transfer or articulated courses in logistics disciplines. Students must complete at least 9 units at Norco College from the above list for such credit to apply.*

**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.

**MANAGEMENT CONCENTRATION (MNR)**  
**NAS521/NAS521B/NAS521C/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 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**

<u>Required for this concentration</u>	<u>3</u>
MAG-44 Principles of Management	3
and	
<u>Select another 9 units from the following:</u>	<u>9</u>
MAG-46 Contemporary Quality Systems Management	3
MAG/ Applied Business and Management Ethics	3
BUS-47	
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

**REAL ESTATE CONCENTRATION (MNR)**

NAS527/NAS527B/NAS527C/NCE527

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

**Program Learning Outcomes**

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

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

**Business Administration Major Core Requirements 18**

<u>Select another 12 units from the following:</u>		<u>12</u>
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3
RLE-83	Real Estate Finance	3
RLE-84	Real Estate Appraisal	3
RLE-85	Real Estate Economics	3
RLE-86	Escrow Procedures I	3
RLE-200	Real Estate Work Experience	1-2-3-4

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

**ENTREPRENEURSHIP: GETTING STARTED (N) NCE861**

This certificate includes courses intended to help students who are interested in pursuing entrepreneurship to develop new ideas, recognize and take advantage of opportunities, as a foundation for creating a new business.

**Program Learning Outcomes**

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

- Demonstrate an understanding of the entrepreneurial process, from idea generation to commercialization.
- Analyze and evaluate potential business ideas for marketability and success.
- Create and evaluate a comprehensive business plan.
- Outline and construct steps needed to create an effective social marketing campaign for a small business.

<u>Required Courses (10 units)</u>		<u>Units</u>
BUS-12	Opportunity Analysis for Entrepreneurs	2
BUS-13	Developing a Successful Business Plan/Models	2
BUS-14	Social Media and Electronic Marketing for Entrepreneurs	3
BUS-30	Entrepreneurship and Small Business Management	3

**ENTREPRENEURSHIP: LEGAL AND FINANCE (N) NCE864**

This certificate includes courses intended to help students who are interested in pursuing entrepreneurship to develop skills in financing, legal issues, and applied accounting and bookkeeping for the small business.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate an understanding of the entrepreneurial process, from idea generation to commercialization.
- Demonstrate the ability to apply accounting and bookkeeping for small business principles to a potential business.
- Analyze and evaluate various funding sources for small businesses.
- Outline and evaluate the legal steps and issues necessary for opening a small business.

<u>Required Courses (10 units)</u>		<u>Units</u>
ACC-55	Applied Accounting/Bookkeeping	3
BUS-30	Entrepreneurship and Small Business Management	3
BUS-31	Financing Your Business	2
BUS-33	Business Structure and Legal Issues	2

### 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.

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

#### Select 3 units from the following:

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

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

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

#### Certificate Program

##### Program Learning Outcomes

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

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

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

### SMALL BUSINESS ACCOUNTING (MNR) NCE859

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

#### Certificate Program

##### Program Learning Outcomes

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

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

<u>Required Courses (6 units)</u>	<u>Units</u>
ACC-65      Computerized Accounting	3

and one of the following:

ACC-1A      Principles of Accounting	3
ACC/CAT-55 Applied Accounting/Bookkeeping	3

### SMALL BUSINESS PAYROLL ACCOUNTING (MNR) NCE860

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

#### Certificate Program

##### Program Learning Outcomes

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

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

<u>Required Courses (6 units)</u>	<u>Units</u>
ACC-62      Payroll Accounting	3

and one of the following:

ACC-1A      Principles of Accounting	3
ACC/CAT-55 Applied Accounting/Bookkeeping	3

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## 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 PROGRAMMING (MNR)

NAS728/NAS728B/NAS728C/NCE728

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

#### Certificate Program

##### Program Learning Outcomes

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

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

Required Courses (26.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives From Group 1		6
Electives From Group 2		6

#### Electives - Group 1 (6 units)

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

#### Electives - Group 2 (6 units)

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

#### Associate of Science Degree

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

## GRAPHIC DESIGN (N)

NAS647/NAS647B/NAS647C/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 web design.
- 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 (26 units)		Units
CIS-66	Web Development I	3
or		
CIS-72A	Introduction to Web Page Production	1.5
and		
CIS-72B	Intermediate Web Page Creation Using Cascading Style Sheets (CSS)	1.5
CIS/CAT-78A	Introduction to Adobe Photoshop	3
CIS-78B	Advanced Adobe Photoshop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS-81	Introduction Adobe InDesign	3
CIS-59/	Typography and Graphic Design	3
ADM-62		
ART-22	Basic Design	3
ART-39	Design and Graphics	3
GAM/CIS-44	Portfolio Production	2

#### Associate of Science Degree

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



**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:
  - o Multiprocessors
  - o Multimedia
  - o ODBC
  - o SQL
  - o Establish client/server relationship
- OR Using C++ libraries create and run C++ programs that incorporate data structures.

<u>Required Courses (13 units)</u>		<u>Units</u>
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS -17B	C++ Programming: Advanced Objects	3
CIS -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:
  - o Multiprocessors
  - o Multimedia
  - o JDBC
  - o SQL
  - o Establish client/server relationship.
- Using Java libraries create and run Java programs that incorporate data structures.

<u>Required Courses (13 units)</u>		<u>Units</u>
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-18A	Java Programming: Objects	3
CIS-18B	Java Programming: Advanced Objects	3
CIS-18C	Java Programming: Data Structures	3

**FULL STACK WEB DEVELOPMENT**

The Full Stack Web Development Certificate of Proficiency is designed to prepare students for employment as a Full Stack Web Developer in nine weeks.

**Certificate Program**

**Program Learning Outcomes**

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

- Use fundamental web-media languages/software tools to construct both static and dynamic web pages and to authenticate users and interface with a database.
- Use web development tools to expand the functionality of websites and web apps and to shorten the project development time.
- Develop a personally-selected web-app and develop a description of its functionality in oral and written communication.

<u>Required Course (8 units)</u>		<u>Units</u>
CIS-77	Full Stack Web Development	8

**Total Units: 8**



## 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/NAS532B/NAS532C/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.

##### Program Learning Outcomes

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

Required Courses (30 units)		Units
CON-63A	Uniform Building Codes and Ordinances	3
CON-64	Office Procedure and Field Inspection	3
CON-65	Plumbing Code	3
CON-66	National Electrical Code	3
CON-67	Mechanical Codes	3
CON-68	Simplified Engineering for Building Inspectors	3
CON-70	Fundamentals of Soil Technology	3
CON-71	Energy Conservation Standards	1.5
CON-72	California State Accessibility Standards	1.5
Electives (Choose from list below)		6

Electives (6 units)		Units
CON-60	Introduction to Construction	3
CON-61	Materials of Construction	3
CON-62	Blueprint Reading	3
CON-63BCD	Analysis of Revisions to the Uniform Building Code	3-3-3
CON-73	Project Planning for Site Construction	3
CON-200	Construction Work Experience	1-2-3-4

#### Associate of Science Degree

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

## DRAFTING TECHNOLOGY

This program prepares individuals to apply technical skills and advanced computer software and hardware to the creation of graphic representations and simulation in support of drafting and engineering design problems typical of industry. This includes instruction in engineering graphics, computer-aided drafting (CAD), two-dimensional and three-dimensional engineering design, solids modeling, rapid prototyping and engineering animation. Students completing this certificate will be qualified for an entry level drafting or mechanical design position.

### DRAFTING TECHNOLOGY (N) NAS539/NAS539B/NAS539C/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.

##### Program Learning Outcomes

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

Required Courses (25-27 units)		Units
DFT/ENE-21	Drafting	3
DFT/ENE-22	Engineering Drawing	3
DFT/ENE-28	Technical Design	3
DFT/ENE-30	Computer Aided Drafting (CAD)	3
DFT/ENE-42	SolidWorks I	3
DFT/ENE-51	Blueprint Reading	2
ENE-52	Geometric Dimensioning and Tolerancing	2
DFT/ENE-60	Math for Engineering Technology	3
or		
MAT-36	Trigonometry	4
Electives (Choose from list below)		3-4

Electives (3-4 units)		Units
DFT/ARE-24	Architectural Drafting	3
DFT/ENE-23	Descriptive Geometry	3
DFT/ELE/	Technical Communications	3
ENE-27		
DFT/ENE-42B	SolidWorks II	3
MAN-56 CNC	Machine Set-Up and Operation	4

#### Associate of Science Degree

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

## EARLY CHILDHOOD EDUCATION

### EARLY CHILDHOOD EDUCATION (MNR)

NAS544/NAS544B/NAS544C/NCE544

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

#### Certificate Program

##### Program Learning Outcomes

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

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

<u>Required Courses (31 units)</u>		<u>Units</u>
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-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-37	School Age Child Care	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Internship in Early Intervention/ Special Education	4
EAR-43	Children with Challenging Behaviors	3

EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
EAR-47	Childhood Stress and Trauma	3
EAR-52	Parenting: Parents as Teachers	1
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EAR-55	Parenting: Common Problems in Infancy and Childhood	1
ART-3	Art for Teachers	3
EDU-1	Introduction to Elementary Classroom Teaching	4
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

#### Child Development Permit

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see <http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx>

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

#### Associate of Science Degree

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

**EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR)  
NAS601/NAS601B/NAS601C/NCE601**

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science Degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, Teacher Level. See the state guidelines for experience qualifications and additional levels. For interactive video information about the Child Development Permit, see [www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx](http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx)

**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 (34 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-28	Principles and Practices of Teaching Young Children	3
EAR-40	Introduction to Children with 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
EAR-46	Curriculum and Strategies for Children with Special Needs	3
	Electives (Choose from list below)	6

Electives (6 units)

EAR-26	Health, Safety and Nutrition	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-47	Childhood Stress and Trauma	3

**Associate of Science Degree**

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

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

### EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR) NCE795

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

#### Certificate Program

##### Program Learning Outcomes

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

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

Required Courses (6 units)		Units
Complete two courses from the list below:		
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

### EARLY CHILDHOOD EDUCATION/ TWELVE CORE UNITS (MNR) NCE797

This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The 12 core units include EAR 20, 24, 28, and 42 and form the foundation upon which further early childhood coursework is built.

#### Certificate Program

##### Program Learning Outcomes

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

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

Required Courses (12 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

## ELECTRICIAN/ELECTRONICS

### DIGITAL ELECTRONICS (N)

NAS656/NAS656B/NAS656C/NCE656

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

#### Certificate Program

##### Program Learning Outcomes

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

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

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

Electives Choose from the list below	7
<u>Electives (7 units)</u>	
ELE-10 Survey of Electronics	4
ELE-23 Electronic Devices and Circuits	4
ELE/MAN-61 Introduction to Robotics	3
ELE/MAN-63 LabView Visual Programming for Automated Systems	3
ELE/MAN-64 Programmable Logic Controllers	3
ELE-91 Fundamentals of Solar Energy	3
ELE-200 Electronics, Work-Experience	1-4
MAN-55 Occupational Safety and Health Administration (OSHA) for General Industry	1

**Associate of Science Degree**

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

**ELECTRICIAN (N) NAS766/NAS766B/NAS766C/NCE766**  
 This program prepares students to become an entry-level electrician trainee and along with California State requirements prepares for careers as an electrician, electrical apprentice, electrician's helper, industrial electrician, journeyman electrician, and residential electrician. Courses are aligned with California State standards to prepare students to earn their Electrician Training card ([www.dir.ca.gov/dlse/ecu/electricaltrainee.htm](http://www.dir.ca.gov/dlse/ecu/electricaltrainee.htm)).

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate the installation maintenance and troubleshooting of electrical devises (switches, sensors, motor, controllers, and lights).
- Explain how the electrical grid works, from generation to the end user.
- Solve electrical design criteria by using formula, and tables for proper electrical installation.
- Demonstrate electrical raceway sizing and installation, meeting NEC requirements for sizing, location requirements, distances, supports and bending.
- Demonstrate quantitative analysis of electrical circuits for blueprints.
- Demonstrate electrical wiring of circuits or devices to meet the standards and requirement of the NEC.

<u>Required Courses (31-32 units):</u>		<u>Units</u>
ELC/ELE-71	Residential Electrical Wiring	4
ELC/ELE/	Commercial and Industrial Electrical Wiring	4
MAN-72		
ELC/ELE/	Electric Motors and Transformers	4
MAN-73		
ELC/ELE/	Industrial Wiring and Controls	4
MAN-74		
ELC/ELE-75	Solid State Devices and Lighting Controls	3
ELC/ELE-76	Low Voltage Wiring and Alternate Energy Generation	3
ELC/ELE/	Electrical Theory for Electricians	3
MAN-77		
ENE-62	Math for Automated Systems	3
or		
MAT-36	Trigonometry	4
CON-66	National Electrical Code	3

**Associate of Science Degree**

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



**ELECTRICIAN APPRENTICESHIP (N)**

**NAS485/NAS485B/NAS485C/NCE485**

A five-year apprenticeship program, consisting of full time, on-the-job employment plus related classroom instruction. Completers of this program may qualify for certificate, Associate of Science Degree, and/or a Journey person trade certificate. Students who wish to obtain an Associate in Arts Degree may do so by fulfilling the general graduation requirements in addition to the completion of the apprenticeship courses.

Applicants for Riverside/San Bernardino/Mono/Inyo counties should be directed to the Riverside and San Bernardino Joint Electrical Apprenticeship Training Committees, 1855 Business Center Drive, San Bernardino, CA 92408. Telephone: (909) 890-1703.

**Certificate Program**

**Program Learning Outcomes**

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

- Apply a working knowledge of math formulas and complex solution methods related to the electrical trades, along with blueprint symbols and drawings of wiring diagrams with common schematic symbols, including troubleshooting of common system faults, detection and repair, while properly applying OSHA construction site safety standards to all practices.
- Properly apply all pertinent National Electric Code (NEC) to all workplace practices involving DC, AC single and poly-phase systems, utilizing proper grounding, bonding, lightning protection, wire sizing, conduit fill, overload protection, layout, connections, installations, troubleshooting, fault isolation, repairs or modifications.
- Demonstrate appropriate leadership and expertise in applying special control and monitoring functions related to layout, installation, testing, and troubleshooting of digital and analog systems involving such ancillary equipment as CATV, CCTV, telephone circuits, Programmable Logic Controllers (PLCs), sensors, actuators, low-voltage and high-voltage, transformation, interfacing, hardware, setup, and programming services needed to comply with all NFPA-70E (NEC) and OSHA regulations for safety and fitness.

Required Courses (35 units)		Units
ELE-400	Introduction to the Electrical Trades and Construction Safety	3.5
ELE-406	Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code	3.5
ELE-407	Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)	3.5
ELE-408	Transformer Theory, Leadership, Management, and Test Equipment	3.5
ELE-409	Electrician Specialty Systems	3.5
ELE-401	Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code	3.5
ELE-402	Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications	3.5

ELE-403	AC Circuit Concepts, Applied Electronics, and National Electric Code Applications	3.5
ELE-404	Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)	3.5
ELE-405	Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)	3.5

**Associate of Science Degree**

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

**SOUND AND COMMUNICATION SYSTEMS**

**INSTALLER APPRENTICESHIP NAS644/NCE644**

The new 37 unit Sound & Communication Systems Installer Apprenticeship certificate and AS degree will create a three-year apprenticeship program with the International Brotherhood of Electrical Workers (IBEW). Norco College will become the Lead Education Agency for the program.

The goal of the Sound & Communication Systems Installer Apprenticeship Program at Norco College is to provide electrical apprentices with the up-to-date knowledge and technical skills to complete the California state requirements to begin a career as a licensed journeyman, a craftsperson recognized for his or her knowledge and ability in the selected trade. The program will allow students to work in the trade while taking courses. The students will be earning a wage while on the job. As they progress through the apprenticeship they will increase their skill set.

- Analysis a circuit of electrical device(s) with the appropriate meters or testing equipment so that troubleshooting of common system faults can be detected and repair.
- Demonstrate electrical wiring of circuits or devices to meet the standards and requirement of the NEC
- Residents within Riverside/San Bernardino/ Mono/Inyo counties will be able to jointly apply to the Riverside and San Bernardino Joint Electrical Apprenticeship Training Committees via the International Brotherhood of Electrical Workers. Applicants must submit proof of high school diploma or GED, be at least 18 years of age, and official unopened transcripts showing successful completion of one year of high school or College Algebra 1 or higher. The applicant will then complete a written aptitude test and oral interview to be placed on the eligibility list.

Required Major Total: (37 units)		Units
ELE-420	Intro to Sound/Communication	3.5
ELE-421	Electrical Theory and Practices DC	3.5
ELE-422	Electrical Theory and Practices AC	3.5
ELE-423	Semiconductor Electronics	3.5
ELE-424	Intro to Digital Electronics and Signaling Devices	3.5
ELE-425	Management/Alarms/Codes/Circuits	3.5
ELE-499	Work Experience in Electricians Apprenticeship	1-4



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

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

**Certificate Program**

**Program Learning Outcomes**

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

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

<u>Required Courses (12 units)</u>		<u>Units</u>
ELE-91	Fundamentals of Solar Energy	3
ELE/MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	1
ELC/ELE/ MAN-77	Electrical Theory for Electricians	3
or ELE-11	DC Electronics	4
and ELE-13	AC Electronics	4

**ENGINEERING TECHNOLOGY**

**PRE-ENGINEERING (N) NAS763**  
**(CSUGE) NAS764/(IGETC) NAS765**

This program is designed to prepare students for a possible major in an Engineering related field. Possible university engineering majors include: Civil Engineering, Computer Engineering and Mechanical Engineering.

**Program Learning Outcomes**

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

- Demonstrate the standard methods of mathematical analysis including trigonometry and analytic geometry, differential and integral calculus, and the solutions to differential equations.
- Demonstrate a working knowledge of the theories and principles of physics.
- Conduct experiments and analyze and interpret data collected.

<u>Required Courses (24-26 units)</u>		<u>Units</u>
MAT-1A	Calculus I	4
MAT-1B	Calculus II	4
PHY-4A	Mechanics	4

Choose one of the following:

PHY-4B	Electricity and Magnetism	4
or		
PHY-4C	Heat, Light and Waves	4
Electives	Choose from the list below	8-10

<u>Elective Courses (8-10 units)</u>		<u>Units</u>
CHE-1A	General Chemistry, I	5
CHE-1B	General Chemistry, II	5
MAT-1C	Calculus III	4
PHY-4B	Electricity and Magnetism (if not used above)	4
or		
PHY-4C	Heat, Light and Waves (if not used above)	4

**Associate of Science Degree**

The Associate of Science Degree in Pre-Engineering will be awarded upon completion of the degree requirements including Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) or RCCD General Education requirements.

**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

**3D MECHANICAL DRAFTING (N)**

NCE863

This certificate includes courses intended to help students qualify for an entry level CAD operator/drafter or help someone, already in industry, to update their skills. Students can expect an entry level position as a CAD operator, mechanical drafter, engineering assistant and engineering technician.

**Certificate Program****Program Learning Outcomes**

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

- Demonstrate an understanding of 3D mechanical modeling so as to be able to capture design intent in a 3D model.
- Map out the most efficient path in 3D model creation.
- Reverse engineer existing parts and recreate them as 3D computer models.

Required Courses (9 units)		Units
ENE-21	Drafting	3
ENE-42	SolidWorks I	3
ENE-42B	SolidWorks II	3

**GAME DEVELOPMENT****GAME ART: CHARACTER MODELING (N)**

NAS687/NAS687B/NAS687C/NCE687

Students completing the Game Art: Character Modeling program will possess advanced knowledge of digital modeling as well as applied skills in rigging and materials. Students will gain skills in figure drawing and the application into a game environment. 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. Students will complete the program with a polished portfolio and be prepared to enter the workforce 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 (44 units)		Units
GAM-21	History of Video Games	3
GAM-32	Designing Game Characters	3
GAM-33	Advanced Digital Sculpting	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-41	Game Asset and Engine Integration	3
GAM/CIS-44	Portfolio Production	2
GAM-70	Game Development Basics	2
GAM-71	Perspective for Game and Animation	3
GAM-72	Anatomy for Game Art	3
GAM-73	Storyboarding for Games	3
GAM-79B	Game Studio: Character Modeling	4
GAM-80	Digital Drawing for Game Art	4
GAM-81	3D Modeling and Texturing	4
GAM-82	Game Rigging and Animation	4

**Associate of Science Degree**

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

**GAME ART: ENVIRONMENTS AND VEHICLES (N)  
NAS688/NAS688B/NAS688C/NCE688**

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 and be prepared to enter the field as a 3-D environments artist, prop modeler, level builder or junior modeler. 3D character models developed in class projects.

**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 (38 units)		Units
GAM-21	History of Video Games	3
GAM-35	Introduction to Simulation and Game Development	3
GAM-41	Game Asset and Engine Integration	3
GAM/CIS-44	Portfolio Production	2
GAM-46	Environment and Vehicle Modeling	3
GAM-70	Game Development Basics	2
GAM-71	Perspective for Game and Animation	3
GAM-73	Storyboarding for Games	3
GAM-79C	Game Studio: Environments and Vehicles	4
GAM-80	Digital Drawing for Game Art	4
GAM-81	3D Modeling and Texturing	4
GAM-82	Game Rigging and Animation	4

**Associate of Science Degree**

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

**GAME DESIGN (N) NAS685/NAS685B/NAS685C/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.
- Contribute to a comprehensive game design document which facilitates team management including communication, milestones/deadlines and responsiveness.
- Develop content that contributes to a milestone based studio pipeline.
- Demonstrate mastery of interdisciplinary communication and team skills while working with colleagues on an industry standard production project.
- Create an industry standard portfolio utilizing games and class projects.

Required Courses (33 units)		Units
GAM-21	History of Video Games	3
GAM-22	Game Design Principles	4
GAM-23	Digital Game Design	4
GAM-24	Video Game Prototyping	4
GAM-35	Introduction to Simulation and Game Development	3
GAM-42	Photoshop for Game Art and Animation	3
GAM/CIS-44	Portfolio Production	2
GAM-50	Introduction to Game Programming	3
GAM-79E	Game Studio: Game Design Capstone	4

**Associate of Science Degree**

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

**GAME PROGRAMMING (N)**

NAS691/NAS691B/NAS691C/NCE691

Students completing the Game Programming Certificate or A.S. degree will be well qualified in the process of designing and coding programming logic for games including coding game rules, mechanics and simulations, to create complete modules and game experiences. The final course of this program is a capstone project where students work in an interdisciplinary team with students from the other tracks of the game development programs to create a complete, original game which is ready to publish. Students will complete the program with a polished portfolio and be prepared to enter the workforce as an independent game developer specializing in game programming.

**Certificate Program****Program Learning Outcomes**

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

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

<u>Required Courses (37-38 units)</u>		<u>Units</u>
GAM-24	Video Game Prototyping	4
GAM-35	Introduction to Simulation and Game Development	3
GAM/CIS-44	Portfolio Production	2
GAM-50	Introduction to Game Programming	3
GAM-51	Game Mechanics and Simulation	3
GAM-52	Game Engine Scripting I	3
GAM-53	Game Engine Scripting II	3
GAM-79F	Game Studio Production: Game Programming	4
MAT-35	Intermediate Algebra	5
Electives	Choose from list below	7-8

Electives (7-8 units)

GAM-21	History of Video Games	3
GAM-22	Game Design Principles	4
GAM-80	Digital Drawing for Game Art	4
GAM-81	3D Modeling and Texturing	4

**Associate of Science Degree**

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

**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/NAS579B/NAS579C/NCE579

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

**Certificate Program****Program Learning Outcomes**

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

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

Required Courses (18 units)

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

Note: Students may petition to have elective credit applied toward this Certificate for military training, extra-institutional learning, and transfer or articulated courses in logistics disciplines. Students must complete at least 9 units at Norco College from the above list for such credit to apply

**Associate of Science Degree**

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

**Program Learning Outcomes**

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

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**MANAGEMENT**

See BUSINESS ADMINISTRATION

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**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.

**FACILITY MAINTENANCE (N)**

**NCE771/NAS771**

The Associate in Science in Facility Maintenance program prepares students for jobs such as entry-level facility maintenance technician, field service technician, industrial maintenance technician, maintenance mechanic, or maintenance repair mechanic.

Students will gain skills in: safety standards, technical math, blueprint reading, troubleshooting, preventative maintenance, drive components, lubrication, bearings, wiring methods, hydraulics, pneumatics, basic electricity, technical communication and more. Students will learn and apply maintenance methods to repair and maintain commercial or industrial facilities, including the machinery in buildings, plants, and factory settings.

**Program Learning Outcomes**

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

- Demonstrate knowledge of maintenance techniques.
- Apply maintenance fundamentals to simulated and actual workplace applications.
- Recognize, identify, and describe the functions of hand and power tools.
- Troubleshoot and repair a given, complex configuration of maintenance equipment and create a thorough report, including necessary interactions with tools and safety standards.

<u>Required Courses (24-25 units)</u>		<u>Units</u>
MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	2
ELE/MAN-69	Fundamentals of Tooling and Test Equipment	2
ELE/MAN-68	Fundamentals of Maintenance	3
ELE/ENE-27	Technical Communications	3
ENE-51	Blueprint Reading	2
ELE/MAN-77	Electrical Theory	3
MAN-60	Hydraulic and Pneumatics Systems	3
ELE/CON-66	National Electrical Code	3
ENE-60	Math for Engineering Technology	3
or		
MAT-36	Trigonometry	4

None of the courses in the area of emphasis require a prerequisite course.

\*Total Major Units: 24-25 Units

\*General Education Requirements: 35-36 Units

Total A.S. Degree Units: 60 Units

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

**Associate of Science Degree**

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



**INDUSTRIAL AUTOMATION (N)**

NAS737/NAS737B/NAS737C/NCE737

Businesses and other organizations depend on complex electronic equipment for a variety of functions. Industrial controls automatically monitor and direct production processes on the factory floor. Transmitters and antennae provide communication links for many organizations. Industry needs well-trained technicians with the knowledge of how to design, repair and implement new equipment. The Industrial Automation program teaches how to use Electronics, Microprocessors, Microcontrollers, Programmable Logic Control and Fluid Power systems to create and program new machinery used in industry. This certificate prepares students for employment as an automated systems technician, maintenance mechanic, or general maintenance worker.

**Certificate Program****Program Learning Outcomes**

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

- Demonstrate the installation maintenance and troubleshooting of Programmable Logic Control systems (PLCs) and PLC modules.
- Set-up and operate fluid powered valves, cylinders, controls filters, and actuators.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technological areas and various fields of engineering.

Required Courses (23-24 units)		Units
ELE-10	Survey of Electronics	4
ELE/ENE-27	Technical Communications	3
ELE-74	Industrial Wiring and Controls	4
ELE/MAN-64	Programmable Logic Controllers	3
ENE-51	Blueprint Reading	2
ELE/MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	1
MAN-60	Hydraulics and Pneumatic Systems	3
ENE-62	Math for Automation	3
or		
MAT-36	Trigonometry	4

**Associate of Science Degree**

The Associate of Science Degree in Industrial Automation 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 Industrial Automation certificate program, students who complete the Associate of Science Degree in Industrial Automation will demonstrate proficiency in general education student learning outcomes and proficiency in subject matter student learning outcomes.

**COMPUTER NUMERICAL CONTROL PROGRAMMING (N)**

NAS655/NAS655B/NAS655C/NCE655

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

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

**Certificate Program****Program Learning Outcomes**

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

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

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

Required Courses (26-27 units)		Units
ENE-30	Computer Aided Drafting (CAD)	3
ENE-42	SolidWorks I	3
ENE-51	Blueprint Reading	2
ENE-52	Geometric Dimensioning and Tolerancing	2
ENE-60	Math for Engineering Technology	3
or		
MAT-36	Trigonometry	4
MAN-35	Computer-Aided Manufacturing-Mastercam	5



MAN-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	1
MAN-56	CNC Machine Set-up and Operation	4
MAN-57	CNC Program Writing	3

**Associate of Science Degree**

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

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

**COMPUTER NUMERICAL CONTROL (CNC) OPERATOR (N) NCE799**

This certificate is designed to provide entry-level skills to operate a Computer Numerical Control (CNC) lathe or milling type machine tool. Upon completion, students could secure employment as a CNC Operator.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate sufficient proficiency to apply for and obtain entry-level employment in the field of computer numerical control technology.
- Create parts specified by the National Institute of Metalworking Skills (NIMS).
- Create a portfolio which may include portable document files (PDF) printouts of CNC programs created during the program's courses.
- Solve formulas by using unknowns and apply this knowledge to solve problems encountered in technology areas and various fields of machining.
- Establish a systematic approach to recognize the essential information given on a blueprint.

<u>Required Courses (17 units)</u>		<u>Units</u>
ENE-42	Solid Works I	3
ENE-51	Blueprint Reading	2
MAN-36	General machine shop and theory of machining	4
MAN-55/ELE-55	Occupational Safety and Health Administration (OSHA) Standards for General Industry	1
MAN-56	CNC Machine Set-up and Operation	4
MAN-57	CNC Program Writing	3

**CONVENTIONAL MACHINE OPERATOR (N) NCE865**

This certificate is designed to prepare students with basic entry-level machine operator skills, safety knowledge, theory, and quality control skills in manufacturing processes. Students obtaining this certificate will qualify for the first level certification in National Industry Metal Skills (NIMS). This certificate prepares students for employment as Conventional Machinists, Machine Operators, and/or Machine Tool Cutting Setters.

**Program Learning Outcomes**

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

- Demonstrate aptitude in safely setting up and operating the lathe, mill, drill press, saw and grinder.
- Demonstrate use of gages (gage blocks and pins), calculate angles for work setup, utilize the proper precision measuring tools when machining.
- Create parts specified by the National Institute of Metalworking Skills (NIMS) using conventional machining.
- Establish a systematic approach to recognize the essential information given on a blueprint

<u>Required Courses (12 units)</u>		<u>Units</u>
ENE-42	SolidWorks I	3
ENE-51	Blueprint reading	2
MAN-36	General machine shop and theory of machining	4
MAN-55/ELE-55	OSHA Standards for General Industry	1

**MUSIC INDUSTRY STUDIES: AUDIO PRODUCTION**

NAA646, NAA646B, NAA646C

PROGRAM PREREQUISITE: None

The Music Industry Studies certificate in Audio Production is designed to provide students with the knowledge and skills necessary for producing popular music, and engineering in the recording studio as well as for live sound. Courses allow students to become proficient on a DAW (Digital Audio Workstation); gain experience recording and producing music on digital and analog devices; and record and mix in a state-of-the-art multi-track digital 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 music producers or audio engineers in studio and/or live performance settings.

**Program Learning Outcomes**

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

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitively enhance multitrack recordings and live performances as a mixing engineer.
- Collaborate effectively with peers to create new musical works that exhibit quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

Required Courses	Units
Core (13 units)	
MIS-1A Studio Techniques	2
MIS-1B Studio Techniques	2
MIS-1C Studio Techniques	2
MUS-3 Fundamentals	4
MUS-93 Business of Music	3
Electives (21-23 units)	
MIS-2 Songwriting	2
MIS-3 Digital Audio Production	1-4
MIS-4 Digital Audio Production	2-4
MIS-7 Intro to Music Technology	3
MIS-12 Live Sound	3
MIS-13 Studio Recording Workshop	3
AND	
4-6 units from the following:	
Elective Courses	Units
COM-9 Interpersonal Communication	3
MUS-4 Music Theory	4
MUS-23 History of Rock and Roll	3
MUS-32A Class Piano	2
MUS-32B Class Piano	2
MUS-32C Class Piano	2
MUS-38 Beginning Applied Music	2
MUS-39 Applied Music	1-3
MIS-200 Work Experience	1-4

**Total Units: 34-37 units****Associate of Arts Degree**

The Associate of Arts Degree in Music Industry Studies: Audio Production will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**PERFORMANCE (N)**

NAA645/NAA645B/NAA645C/NCE645

The Music Industry Studies Performance Certificate is 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 digital and analog music technology, and record and mix in a state-of-the-art multi-track digital recording studio. Classes are taught utilizing industry-standard software and equipment in state-of-the-art facilities. The program prepares students for a variety of careers as instrumentalists and vocalists in studio and/or live performance settings.

**Certificate Program****Program Learning Outcomes**

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

- Demonstrate an understanding of musicianship and music theory.
- Employ music technology to create and refine musical product.
- Sensitively interpret and communicate musical literature as a performer or studio musician.
- Collaborate effectively with peers to create new musical works exhibiting quality and craftsmanship.
- Demonstrate a fundamental understanding of intellectual property law as it applies to music.

Required Courses (33 units)	Units
MIS-1A Studio Techniques	2
MIS-1B Studio Techniques	2
MIS-1C Studio Techniques	2
MUS-3 Fundamentals	4
MUS-93 Business of Music	3
MUS-39 Applied Music II (2x)	3
MUS-79 Applied Music II (2x)	3
(4 semesters of study)	
MUS 41 Chamber Singers (4x)	2
or	
MUS 41 Chamber Singers (2x)	2
AND	
MIS 81 – Consort Singers (2x)	2
or	
MIS-11A Studio Arts Ensemble (2x)	2
MIS-11B Studio Arts Ensemble (2x)	2
(4 semesters of study for 8 units total)	
AND	
3-4 units from the following:	
Elective Courses	Units
MIS-3 Digital Audio Production	1-4
MIS-7 Intro to Music Technology	3
MUS-4 Music Theory	4
MUS-23 History of Rock and Roll	3
MUS-32A Class Piano	2
MUS-32B Class Piano	2
MUS-32C Class Piano	2

**Total Units: 36-37 units**

**Associate of Arts Degree**

The Associate of Arts Degree in Music Industry Studies: Performance will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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**REAL ESTATE**

See BUSINESS ADMINISTRATION

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**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) (WESTERN ASSOCIATION OF FOOD CHAINS)**

NAS536/NAS536B/NAS53 6C/NCE536

**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
or		
BUS-24	Business Communication	3
CIS-1A	Introduction to Computer Information Systems	3
or		
CIS/CAT/	Computer Applications for Business	3

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

**Associate of Science Degree**

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

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**SIMULATION AND GAME DEVELOPMENT**

See GAME DEVELOPMENT

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**SUPPLY CHAIN AUTOMATION (N) NAS408/NAS408B/ NAS408C/NCE408**

Supply Chain Automation is a rapidly-emerging discipline that supports the automated warehousing industry. This program provides students with the skills and hands-on training needed to install, operate, support, upgrade or maintain the automated material handling equipment and systems that support the supply chain. This includes complex conveyer systems, robotics, sensors, optics, mechanical drive systems and programmable logic controllers. This certificate prepares students for employment as an electro-mechanical technicians, maintenance mechanic, maintenance technicians, or supply chain technicians.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate troubleshooting procedures to diagnose and repair hydraulic and pneumatic systems used in automated processes and robotic assemblies.
- Demonstrate the installation, maintenance and troubleshooting of Programmable Logic Controllers systems (PLCS) and PLC modules.
- Solve arithmetic problems and formulas using unknowns that are typical to solving problems in engineering and industrial setting.

Required Courses (32-33 Units)		Units
SCT/SCA-1	Introduction to Automated Warehousing	3
ELC/ELE-73/MAN-73	Electric Motors and Transformers	4
ELC/ELE-74/MAN-74	Industrial Wiring and Controls	4
ELC/ELE/ELC-77	Electrical Theory for Electricians	3

DFT/ENE-27/ELE-27	Technical Communications	3
DFT/ENE-51	Blueprint Reading	2
ENE-62	Math for Automated Systems	3
or		
MAT-36	Trigonometry	4
MAN-55/ELE-55	OSHA Standards for General Industry	1
MAN-60	Hydraulic and Pneumatic Systems	3
ELE-64/MAN-64	Programmable Logic Controllers	3
ELE-26	Microcontrollers	3

### Associate of Science Degree

The Associate of Science Degree in Supply Chain Automation 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

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

## UC/CSU

Designated courses are transferable to the campuses of the University of California and the California State University system. Courses that are not marked UC are not transferable to a University of California college. Courses marked with an \* (UC\*) indicate courses that have transfer credit limitations. Copies of the UC transfer course list indicating credit unit limitations are available in the Transfer/Career Center on the 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](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

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

## DELIVERY METHODS

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

## NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, 85A, 85B, English 60AB, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90A, 90D, 90L, 90M, 90P, 91, 92, 95; Interdisciplinary Studies 3; Mathematics 37, 52, 63, 64, 65, 81, 82, 90 A-F, 98; Nursing/Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C; Reading 81, 82, 83, 86 and 90) 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.

## NONCREDIT

Courses are numbered in the 800's, and no unit credit is earned in these courses.

## REPEATING A COURSE

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

## LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

## PREREQUISITE

When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of C or better, P or CR). Completion of the prerequisite is required prior to enrolling in the class. Successful completion of a prerequisite requires a grade of "C" or better, "P" (Pass). "C-," "D," "F," "FW," "NP" (No Pass), or "I" are not acceptable. Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a "C" grade, the student will be dropped from the succeeding class.

## COREQUISITE

When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.) It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.



## ADVISORY

When a course has an advisory, it means that there is a recommendation 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 the class.

## 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.
- Completion of some high school course are accepted by the discipline as an appeal to existing prerequisites and/or corequisites.

Petitions to challenge a prerequisite are available in the Counseling offices on all three colleges.

## CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike noncredit 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



**CREDIT COURSES****ACCOUNTING****ACC-1A****Principles of Accounting I****3 Units**

(C-ID:ACCT 110)

UC, CSU

*Prerequisite: None**Advisory: BUS-20*

Description: 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**

(C-ID:ACCT 120)

UC, CSU

*Prerequisite: ACC-1A*

Description: 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-55****Applied Accounting/Bookkeeping****3 Units***Prerequisite: None*

Description: 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-62****Payroll Accounting****3 Units**

CSU

*Prerequisite: ACC-1A or ACC-55*

Description: Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workers Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-65****Computerized Accounting****3 Units**

CSU

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

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

**ACC-66****Non-Profit and Governmental Accounting****3 Units**

CSU

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

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

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

CSU

*Prerequisite: None*

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

**ACC-200****Accounting Work Experience****1-4 Units**

CSU

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

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

(C-ID:AJ 110)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID:AJ 122)

CSU

*Prerequisite: None*

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

**ADJ-3****Concepts of Criminal Law 3 Units**

(C-ID:AJ 120)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID:AJ 124)

CSU

*Prerequisite: None*

Description: 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**

(C-ID:AJ 160)

UC, CSU

*Prerequisite: None*

Description: This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture

**ADJ-6****Patrol Procedures 3 Units**

CSU

*Prerequisite: None*

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

**ADJ-8****Juvenile Law and Procedures 3 Units**

(C-ID:AJ 220)

CSU

*Prerequisite: None*

Description: 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**

UC, CSU

*Prerequisite: None*

Description: A general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.

**ADJ-13****Criminal Investigation 3 Units**

(C-ID: AJ 140)

CSU

*Prerequisite: None*

Description: 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 or JUS-13*

Description: Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection, and preservation of physical evidence. Focus in 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. (TBA Option)

**ADJ-16****Interviewing and Counseling 3 Units**

CSU

*Prerequisite: None*

Description: 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-23****Criminal Justice Report Writing****3 Units**

CSU

*Prerequisite: None*

Description: 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. Total of 54 hours lecture.

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## ANATOMY AND PHYSIOLOGY

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**ANATOMY COURSES HAVE BEEN CHANGED.  
SEE BIOLOGY.**

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## ANTHROPOLOGY

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**ANT-1****Physical Anthropology****3 Units**

(C-ID:ANTH 110)

UC, CSU

*Prerequisite: None*

Description: 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. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

**ANT-1H****Honors Physical Anthropology****3 Units**

(C-ID:ANTH 110)

UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Enrollment in the RCCD Honors Program*

Description: This honors course offers an enriched 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. Students may not receive credit for both ANT 1 and ANT 1H. 54 hours lecture.

**ANT-1L****Physical Anthropology Laboratory****1 Unit**

UC, CSU

*Prerequisite: None*

*Corequisite: Concurrent enrollment in or prior completion of ANT-1 or 1H required.*

Description: Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory.

**ANT-2****Cultural Anthropology****3 Units**

(C-ID:ANTH 120)

UC, CSU

*Prerequisite: None*

Description: 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-2H****Honors Cultural Anthropology****3 Units**

(C-ID:ANTH 120)

UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ANT-2 and ANT-2H. 54 hours lecture.

**ANT-3****Prehistoric Cultures****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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*

Description: 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*

Description: The development of civilization in ancient Mexico, integrating evidence from archaeology and the prehispanic 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**

(C-ID: ANTH 150)

UC, CSU

*Prerequisite: None*

Description: 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*

Description: 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**

(C-ID: ANTH 130)

UC, CSU

*Prerequisite: None*

Description: An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ANT-10****Forensic Anthropology****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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-16****Field Methods in Archaeology****3 Units**

CSU

*Prerequisite: ANT-6*

Description: Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Letter Grade, or Pass/No Pass option.)

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## ARCHITECTURE

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**ARE-24****Architectural Drafting****3 Units****(Same as DFT-24)**

CSU

*Prerequisite: DFT/ENE-21 and DFT/ENE-30*

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

**ARE-25****Advanced Architectural Drafting****3 Units**

CSU

*Prerequisite: ARE-24*

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

**ARE-35****History of Architecture-Beginnings through Gothic****3 Units**

UC, CSU

*Prerequisite: None*

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



**ARE-36****History of Architecture: Renaissance to Modern 3 Units**

UC, CSU

*Prerequisite: None*

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

**ARE-37****Architectural Design I 3 Units**

UC, CSU

*Prerequisite: None*

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

**ARE-200****Architecture Work Experience 1-4 Units**

CSU

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade, or Pass/No Pass option.)

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## ART

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**ART-1****History of Western Art: Prehistoric, Ancient, and Medieval 3 Units**

(C-ID:ARTH 110)

UC, CSU

*Prerequisite: None**Advisory: ENG-1A*

Description: Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-2****History of Western Art: Renaissance through Contemporary 3 Units**

(C-ID:ARTH 120)

UC, CSU

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

Description: Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Student may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-2H****Honors Art History of Western Art: Renaissance through Contemporary 3 Units**

(C-ID:ARTH 120)

UC, CSU

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

Description: Honors survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through Contemporary art. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-5****History of Non-Western Art 3 Units**

UC, CSU

*Prerequisite: None**Advisory: ENG-1A and college level reading recommended*

Description: 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: ENG-1A*

Description: 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: ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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: ENG-1A*

Description: 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-9****African Art History****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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*

Description: 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*

Description: 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 pay for their own materials. 36 hours lecture and 72 hours laboratory.

**ART-12****Asian Art History****3 Units**

(C-ID:ARTH 130)

UC, CSU

*Prerequisite: None*

Description: 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 the minor arts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-13****Pre-Columbian Art History****3 Units**

(C-ID:ARTH 145)

UC, CSU

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

Description: A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Letter grade, or Pass/No Pass option.)

**ART-14****Latin American Art: Colonial to the Present****3 Units**

UC, CSU

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

Description: Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-17****Beginning Drawing****3 Units**

(C-ID:ARTS 110)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID:ARTS 205)

UC, CSU

*Prerequisite: ART-17*

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

**ART-19****Experimental Methods and Materials****3 Units**

UC, CSU

*Prerequisite: ART-17*

Description: The use of experimental methods and materials in creating two dimensional artwork. 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 be investigated. Students will be encouraged to access less conventional solutions to a variety of projects. Students pay for their own materials. ART-19 and ART-23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-20****Beginning Sculpture****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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: \$15.00)

**ART-22****Basic Design****3 Units**

(C-ID:ARTS 100)

UC, CSU

*Prerequisite: None*

Description: An introduction to the fundamentals of two-dimensional design. The organization of visual elements according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill, and presentation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-23****Color Theory and Design****3 Units**

(C-ID:ARTS 270)

UC, CSU

*Prerequisite: ART-22 or ART-17*

Description: The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design. ART-19 and ART-23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-24****Three Dimensional Design****3 Units**

(C-ID:ARTS 101)

UC, CSU

*Prerequisite: None*

Description: An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)(Materials fee: \$15.00)

**ART-25A****Watercolor - Beginning****3 Units**

UC, CSU

*Prerequisite: ART-17*

Description: Course work that reflects the fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-26****Beginning Painting****3 Units**

(C-ID:ARTS 210)

UC, CSU

*Prerequisite: ART-17*

Description: An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-27****Intermediate Painting****3 Units**

UC, CSU

*Prerequisite: ART-23 or ART-26*

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

**ART-28A****Studio Painting-Portfolio Preparation****3 Units**

UC, CSU

*Prerequisite: ART-27*

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

**ART-36A****Computer Art-Introduction****3 Units**

UC, CSU

*Prerequisite: None*

Description: Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36B****Computer Art - Intermediate****3 units**

CSU

*Prerequisite: ART-36A*

Description: Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-39****Design and Graphics****3 Units**

CSU

*Prerequisite: None**Advisory: ART-17 or ART-22 or ART-35A*

Description: Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design, type and lettering creation and techniques, corporate imagery, and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40A****Figure Drawing-Introduction****3 Units**

(C-ID:ARTS 200)

UC, CSU

*Prerequisite: ART-17*

Description: Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A and 40B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40B****Figure Drawing-Intermediate****3 Units**

UC, CSU

*Prerequisite: ART-40A*

Description: Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A and 40B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-41A****Figure Painting - Introduction****3 Units**

CSU

*Prerequisite: ART-26 and ART-40A*

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

**ART-48A****Studio Drawing-Portfolio Preparation****3 Units**

UC, CSU

*Prerequisite: ART-18*

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

**ART-200****1-4 Units**

CSU

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

## BIOLOGY

BIOLOGY COURSE MODIFICATIONS EFFECTIVE 18-19 ACADEMIC YEAR		
PREVIOUS COURSE NUMBER	UPDATED COURSE NUMBER	UPDATED TITLE
AMY-10	BIO-45	Survey of Human Anatomy and Physiology
AMY-2A	BIO-50A	Anatomy and Physiology I
AMY-2B	BIO-50B	Anatomy and Physiology II
BIO 30	BIO-16	Human Reproduction and Sexual Behavior
BIO-11	BIO-60	Introduction to Molecular and Cellular Biology
BIO-11H	BIO-60H	Honors Introduction to Molecular and Cellular Biology
BIO-12	BIO-61	Introduction to Organismal and Population Biology
BIO-17	BIO-4	Human Biology
BIO-2A	BIO-2	Zoology
BIO-30	BIO-16	Human Reproduction
BIO-34	BIO-18	Human Genetics
BIO-36	BIO-19	Environmental Science
HES-1	BIO-35	Health Science
MIC-1	BIO-55	Microbiology

### **BIO-1 General Biology**

**4 Units**

UC, CSU

*Prerequisite: None*

Description: Introductory course designed for non-science majors that offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter Grade only)

### **BIO-1H**

#### **Honors General Biology**

**4 Units**

UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Enrollment in the Honors program*

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

### **BIO-3**

#### **Field Botany**

**4 Units**

UC, CSU

*Prerequisite: None*

Description: 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-4**

#### **Human Biology (Formerly BIO-17)**

**4 Units**

UC, CSU

*Prerequisite: None*

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

### **BIO-5**

#### **General Botany (C-ID:AG-PS 104)**

**4 Units**

UC, CSU

*Prerequisite: None*

Description: 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 nonmajors and majors in health science, forestry, agriculture, environmental science, landscape design, horticulture and general nature studies. 54 hours lecture and 54 hours laboratory.

**BIO-7****Marine Biology****4 Units**

UC, CSU

*Prerequisite: None*

Description: An ecological study of the marine environment. Emphasis will be placed on the local marine algae, 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*

Description: Ecology is the study of the interactions between organisms and their environment. Basic principles include evolution and natural selection, climate and other abiotic factors, population growth and genetics, community interactions, species diversity, biogeography, and biome recognition. Human impacts on the above will also be discussed. This course requires field trips. 54 hours lecture and 54 hours laboratory.

**BIO-10****Life Science Principles****3 Units**

UC, CSU

*Prerequisite: None*

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

**BIO-16****Human Reproduction and Sexual Behavior****(Formerly BIO-30)****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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, sexually transmitted disease, sex education, and sexual intercourse and response. 54 hours lecture. (Letter Grade only)

**BIO-18****Human Genetics****(Formerly BIO-34)****3 Units**

UC, CSU

*Prerequisite: None*

*Advisory: High school biology or any college life science course with laboratory.*

Description: A general education course for non-biology majors and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture.

**BIO-19****Environmental Science****(Formerly BIO-36)****3 Units**

UC, CSU

*Prerequisite: None*

Description: A study of humans in relation to the environment that emphasizes population ecology, nutrient cycles and energy flow, pollution, food production, and conservation of natural resources. 54 hours lecture.

**BIO-35****Health Science (Same as HES-1)****3 Units**

CSU

*Prerequisite: None*

Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Letter Grade only)

**BIO-45****Survey of Human Anatomy and Physiology****(Formerly AMY-10)****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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.

**BIO-50A****Anatomy and Physiology I****(Formerly AMY-2A)****4 Units****(C-ID: BIOL 115S = BIO-50A+BIO-50B)**

UC, CSU

*Prerequisite: BIO-1 or BIO-1H or BIO-4 or BIO-55 or BIO-60 or BIO-60H*

Description: 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 systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.



**BIO-50B****Anatomy and Physiology II****(Formerly AMY-2B)****4 Units**

(C-ID: BIOL 115S = BIO-50A+BIO-50B)

UC, CSU

*Prerequisite: BIO-50A*

Description: 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 systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

**BIO-55****Microbiology****(Formerly MIC-1)****4 Units**

UC, CSU

*Prerequisite: CHE-2A or CHE-2B, and BIO-1 or BIO-1H or BIO-50A or BIO-60 or BIO-60H*

Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

**BIO-60****Introduction to Molecular and Cellular Biology****(Formerly BIO-11)****5 Units**

(C-ID: BIOL 190) (C-ID BIOL 135S = BIO-60+BIO-61)

UC, CSU

*Prerequisite: CHE-1A or CHE-1AH**Advisory: MAT-35, ENG-50, ENG-80 or qualifying placement level*

Description: An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

**BIO-61****Introduction to Organismal and Population Biology****(Formerly BIO-12)****5 Units**

(C-ID: BIOL 140) (C-ID BIOL 135S = BIO-60+BIO-61)

UC, CSU

*Prerequisite: BIO-60 or BIO-60H*

Description: 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 Biology 60 is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory.

**BUSINESS ADMINISTRATION****BUS-3****Computer Applications for Business****(Same as CAT/CIS-3)****3 Units**

CSU

*Prerequisite: None*

Description: 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**

(C-ID:BUS 110)

UC, CSU

*Prerequisite: None*

Description: 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. (Letter Grade only)

**BUS-10H****Honors Introduction to Business****3 Units**

(C-ID: BUS 110)

UC, CSU

*Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both BUS-10 and BUS-10H. 54 hours lecture.

**BUS-12****Opportunity Analysis for Entrepreneurs****2 Units**

CSU

*Prerequisite: None*

Description: This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. 36 hours lecture.

**BUS-13****Developing a Successful Business Plan/Model****2 Units**

CSU

*Prerequisite: None*

Description: This course provides a systematic process for developing a business plan or model. It establishes a clear road map for clarifying a vision for a business and the strategic, tactical, and operational plans and/or model to move ideas into action. Students further along in the planning and research process will work through the major components of writing a business plan and/or model and emerge with a completed draft of a business plan/model. 36 hours lecture.



**BUS-14****Social Media and Online Marketing for Entrepreneurs****3 Units**

CSU

*Prerequisite: None*

Description: This course introduces social media and online marketing tools for small businesses. Topics include social networking, online marketing channels, and creating an online presence for small businesses. 54 hours lecture.

**BUS-18A****Business Law I****3 Units**

(C-ID:BUS 125)

UC, CSU

*Prerequisite: None*

Description: 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*

Description: Commercial paper, secured transactions, bankruptcy, agency and employment, business organizations, governmental regulations, international law, real and personal property and trusts and estates. 54 hours lecture.

**BUS-20****Business Mathematics****3 Units**

CSU

*Prerequisite: None*

Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business stats payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

**BUS-22****Management Communications****3 Units**

CSU

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

Description: 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-24****Business Communication****3 Units**

(C-ID:BUS 115)

CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture.

**BUS-30****Entrepreneurship: Foundations and Fundamentals****3 Units**

CSU

*Prerequisite: None*

Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs.

**BUS-31****Financing Your Business****2 Units**

CSU

*Prerequisite: None*

Description: The importance and impact of funding sources for entrepreneurial ventures. Topics include reviewing the impact of venture capital, identifying funding sources, raising money, and writing funding agreements and proposals. 36 hours lecture.

**BUS-33****Business Structure and Legal Issues****2 Units**

CSU

*Prerequisite: None*

Description: This course examines the primary forms of business structures, such as sole proprietorship, partnership, and corporation, and the legal elements needed to comply with regulations and guidelines of various governmental agencies. The course will help entrepreneurs recognize the legal issues before they become problems, select legal representation, and manage and grow businesses more effectively within the law. 36 hours lecture.

**BUS-47****Applied Business and Management Ethics (same as MAG-47)****3 Units**

CSU

*Prerequisite: None*

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

**BUS-80****Principles of Logistics****3 Units**

CSU

*Prerequisite: None*

Description: 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.

**BUS-82****Freight Claims****1.50 Units**

CSU

*Prerequisite: None*

Description: A study of loss avoidance and mitigation in transit and of the preparation, filing, and resolution. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-83****Contracts****1.50 Units**

CSU

*Prerequisite: None*

Description: 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*

Description: Introduction to an integrated logistics approach to warehouse management. Includes the role of warehousing within the supply chain, performance metrics, applicable leadership basics, how to interact with other logistics managers to optimize overall activity, as well as principles of warehouse location, design, layout, operating functions, and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-86****Transportation and Traffic Management****3 Units**

CSU

*Prerequisite: None*

Description: A study of the freight transportation system including the demand for freight movement, laws, regulations, pricing, and policies, traffic management and international transportation issues. Focuses on how transportation collaborates with other supply chain functions to optimize cost and customer service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-87****Purchasing and Supply Management****3 Units**

CSU

*Prerequisite: None*

Description: Study of the purchasing and supply manager's responsibilities including the identification, acquisition, positioning and management of materials, services and equipment that organizations need to attain their goals. Emphasis is on decision making, integration with suppliers, critical internal relationships, and customer (end user) service. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-90****International Logistics****3 Units**

CSU

*Prerequisite: None*

Description: 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 Work Experience****1-4 Units**

CSU

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass)

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**CHEMISTRY**

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**CHE-1A****General Chemistry, I****5 Units**

(C-ID: CHEM 110) (C-ID: CHEM 120S = CHE-1A + CHE-1B)

UC, CSU

*Prerequisite: CHE-2A or CHE-3 and MAT-35*

Description: The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1B****General Chemistry, II****5 Units**

(C-ID: CHEM 120S = CHE-1A + CHE-1B)

UC, CSU

*Prerequisite: CHE-1A or CHE-1AH*

Description: Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-2A****Introductory Chemistry, I****4 Units**

UC, CSU

*Prerequisite: MAT-52*

Description: Introduction to the nature of chemicals, their properties, chemical bonding, reactions, and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-2B****Introductory Chemistry, II****4 Units**

UC, CSU

*Prerequisite: CHE-2A*

Description: 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 requirements for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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

UC, CSU

*Prerequisite: MAT-52*

Description: A systematic presentation of the chemical, mathematical, and laboratory skills underlying Chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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

UC, CSU

*Prerequisite: None*

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological, and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CHE-12A****Organic Chemistry I****5 Units**

(C-ID: CHEM 160S = CHE-12A + CHE-12B)

UC, CSU

*Prerequisite: CHE-1B or CHE-1BH*

Description: 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 laboratory. (Letter Grade, or Pass/No Pass option.)

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

(C-ID: CHEM 160S = CHE-12A + CHE-12B)

UC, CSU

*Prerequisite: CHE-12A*

Description: Continues discussion based on the content of CHE-12A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**COMMUNICATION STUDIES****COM-1****Public Speaking****3 Units**

(C-ID: COMM 110)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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**

(C-ID: COMM 110)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-2****Persuasion in Rhetorical Perspective****3 Units**

(C-ID:COMM 190)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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**

(C-ID:COMM 120)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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-6****Dynamics of Small Group Communication****3 Units**

(C-ID:COMM 140)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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**

(C-ID:COMM 170)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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**

(C-ID:COMM 130)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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 management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-9H****Honors Interpersonal Communication****3 Units**

(C-ID:COMM 130)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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 management. 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 qualification for ENG-1A*

Description: 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**

(C-ID:COMM 150)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option.)



**COM-13****Gender and Communication****3 Units**

UC, CSU

*Prerequisite: None**Advisory: COM-51 and qualification for ENG-1A*

Description: 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-20****Introduction to Communication Theory****3 Units**

(C-ID:COMM 180)

UC, CSU

*Prerequisite: None**Advisory: COM-51 and/or qualification for ENG 1A*

Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

**CAT-1A****Business Etiquette****1 Unit***Prerequisite: None*

Description: This course provides students with both the knowledge and the 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*

Description: 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-31****Business Communications****3 Units**

CSU

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

Description: This course is designed to teach the fundamentals of written and oral communications 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-51****Intermediate Typewriting/Document Formatting****3 Units**

CSU

*Prerequisite: None**Advisory: Beginning typing skills and CAT-50*

Description: 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-78A****Introduction to Adobe Photoshop****3 Units****(Same as CIS-78A)**

CSU

*Prerequisite: None*

Description: 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)

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

CSU

*Prerequisite: None*

Description: Fundamentals of Adobe Illustrator, including creating objects, drawing paths, designing with type, creating freehand drawing and illustration, importing and working with graphics. Development of 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*

Description: 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-90****Microsoft Outlook****(Same as CIS-90)****3 Units***Prerequisite: None*

Description: 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-93****Computers for Beginners****(Same as CIS-93)****3 Units**

CSU

*Prerequisite: None*

Description: 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-98A****Introduction to Excel****(Same as CIS-98A)****1.50 Units**

CSU

*Prerequisite: None*

Description: 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****(Same as CIS-98B)****1.50 Units**

CSU

*Prerequisite: CAT/CIS-98A*

Description: 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 of laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

## INTRODUCTION TO COMPUTER INFORMATION

**CIS-1A****Introduction to Computer Information Systems****3 Units**

(C-ID:ITIS 120)

UC, CSU

*Prerequisite: None*

Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 54 hours lecture and 18 hours laboratory. (TBA option)

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

CSU

*Prerequisite: None*

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 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*

Description: 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****Programming Concepts and MethodologyI: C++****4 Units****(Same as CSC-5)**

(C-ID:COMP 122)

UC, CSU

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

Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.



**CIS-7****Discrete Structures****3 Units****(Same as CSC-7)**

(C-ID:COMP 152)

UC, CSU

*Prerequisite: CIS/CSC-5*

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

**CIS-11****Computer Architecture and Organization: Assembly****3 Units****(Same as CSC-11)**

(C-ID:COMP 142)

UC, CSU

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

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

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

CSU

*Prerequisite: None**Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A*

Description: 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 intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Lab)(Letter Grade, or Pass/No Pass option.)

**CIS-17A****Programming Concepts and Methodology II: C++****3 Units****(Same as CSC-17A)**

(C-ID:COMP 132)

UC, CSU

*Prerequisite: CIS/CSC-5*

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-17B****C++ Programming: Advanced Objects****3 Units**

UC, CSU

*Prerequisite: None**Advisory: CIS/CSC-17A*

Description: This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CIS-17C****C++ Programming: Data Structures****3 Units**

UC, CSU

*Prerequisite: None**Advisory: CIS/CSC-17A*

Description: 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*

Description: 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**

UC, CSU

*Prerequisite: None**Advisory: CIS/CSC-18A*

Description: 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**

UC, CSU

*Prerequisite: None**Advisory: CIS/CSC-18A*

Description: 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-21****Introduction to Operating Systems****3 Units**

CSU

*Prerequisite: CIS-1A*

Description: An introduction to operating system 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-44****Portfolio Production****(Same as GAM-44)****2 Units**

CSU

*Prerequisite: None*

Description: Creative organization and presentation of a body of work exhibiting portfolio-quality aptitude. Covers all aspects of creation and presentation of a professional portfolio for students of multimedia majors such as 3D modeling, animation, game design, game programming, mobile applications development and graphic design. 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.

**CIS-59****Typography and Graphic Design****3 Units**

UC, CSU

Description: This course is a study of the fundamentals of typography including type anatomy, design, hierarchy, and aesthetic expression. Emphasis is placed on the process of design development from roughs to comprehensives, layout, and the use of type for effective communication. Industry standard software is used in the development of typographic and graphic design solutions appropriate for print, web and other media. 36 hours lecture and 72 hours laboratory.

**CIS-66****Web Development I****3 Units**

CSU

*Prerequisite: None*

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

**CIS-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*

Description: An introduction to Web page creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, frames, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)(TBA option)

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

CSU

*Prerequisite: None**Advisory: Knowledge of HTML and the Internet and, CIS-72A and CIS-95A*

Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page 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-76B****Introduction to Dreamweaver****3 units***Prerequisite: None**Advisory: CIS-95A*

Description: 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-77****Full Stack Web Development****8 Units**

CSU

*Prerequisite: None*

Description: The course teaches students how to develop web-based applications (apps) and websites to prepare for entry level web media jobs and to provide resources and techniques to assist aspiring entrepreneurs in conceiving web-based start-up companies. This course prepares a student to become a full-stack web developer. Course is subdivided into three phases. The first phase teaches web-media development fundamentals such as HTML language, Cascading Style Sheets (CSS), and Javascript, and open source software tools, etc. The next phase introduces web apps and website programming tools for rapid deployment and for expanding the functionality of a project. During the last phase the student selects and develops a special project to demonstrate and showcase the newly acquired full-stack web development skills. 36 hours lecture and 324 hours of lab.

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

CSU

*Prerequisite: None*

Description: 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)

**CIS-78B****Advanced Adobe Photoshop****3 Units**

CSU

*Prerequisite: CIS-78A or CAT-78B*

Description: 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  
(Same as CAT-79)****3 Units**

CSU

*Prerequisite: None*

Description: Fundamentals of Adobe Illustrator, including creating objects, drawing paths, designing with type, creating freehand drawing and illustration, importing and working with graphics. Development of 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  
(Same as CAT-80)****3 Units**

CSU

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

Description: This course is designed to provide introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

**CIS-81****Introduction to Desktop Publishing using  
Adobe InDesign****3 Units**

CSU

*Prerequisite: None*

Description: 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-90****Microsoft Outlook  
(Same as CAT-90)****3 units**

CSU

*Prerequisite: None*

Description: 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-93****Computers for Beginners  
(Same as CAT-93)****3 Units**

CSU

*Prerequisite: None*

Description: 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  
(Same as CAT-98A)****1.50 Units**

CSU

*Prerequisite: None*

Description: 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  
(Same as CAT-98B)****1.50 Units**

CSU

*Prerequisite: CAT/CIS-98A*

Description: 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** 1-4 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 course.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

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## COMPUTER SCIENCE

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

CSU

*Prerequisite: None*

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)

**CSC-5****Programming Concepts and Methodology I: C++  
(Same as CIS-5)****4 Units**

(C-ID:COMP 122)

UC, CSU

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

Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

**CSC-7****Discrete Structures  
(Same as CIS-7)****3 Units**

(C-ID:COMP 152)

UC, CSU

*Prerequisite: CIS/CSC-5*

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

**CSC-11****Computer Architecture and Organization: Assembly  
(Same as CIS-11)****3 Units**

(C-ID:COMP 142)

UC, CSU

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

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

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

CSU

*Prerequisite: None**Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A*

Description: 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 intended 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**

CSU

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

Description: 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****Programming Concepts and Methodology II: C++  
(Same as CIS-17A)****3 Units**

(C-ID:COMP 132)

UC, CSU

*Prerequisite: CIS-5 CSC-5*

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory.(TBA option)

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

UC, CSU

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

Description: 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.)

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## CONSTRUCTION TECHNOLOGY

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**CON-60****Introduction to Construction****3 Units**

CSU

*Prerequisite: None*

Description: This course will provide an overview of the basic concepts of construction, including city and regional planning, managing, contracting, designing, engineering, estimating, bidding, inspection 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*

Description: 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 such 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*

Description: 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****3 Units**

CSU

*Prerequisite: None*

Description: 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-63B****Analysis of Revisions to the Uniform Building Code****3 Units**

CSU

*Prerequisite: CON-63A*

Description: An analysis which discusses the changes, amendments and the intent of the code. This analysis is to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**CON-63C****Analysis of Revisions to the Uniform Building Code****3 Units**

CSU

*Prerequisite: CON-63A*

Description: An analysis which discusses the changes, amendments and the intent of the code. This analysis is to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture. (Letter Grade or Pass/No Pass option.)



**CON-63D**

**Analysis of Revisions to the Uniform Building Code** 3 Units  
CSU

*Prerequisite:* CON-63A

Description: An analysis which discusses the changes, amendments and the intent of the code. This analysis to provide to the building industry a concise understanding and purpose of facilitating the current code. In addition, the analysis of the revisions may be used as a plancheck and field inspection aid to ensure a better appraisal of the latest revisions. 54 hours lecture. (Letter Grade or Pass/No Pass option.).

**CON-64**

**Office of Procedures and Field Inspection** 3 Units  
CSU

*Prerequisite:* None

Description: 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. Several field trips. 54 hours lecture.

**CON-65**

**Plumbing Code** 3 Units  
CSU

*Prerequisite:* None

Description: 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

Description: 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

Description: 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. Several field trips. 54 hours lecture.

**CON-68**

**Simplified Engineering for Building Inspectors** 3 Units  
CSU

*Prerequisite:* None

Description: Introduction to basic engineering. Fundamental static and stress formulae. Shear and moment diagrams and their applications. Properties of sections and their uses. 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

Description: Field inspection and testing of soils and rock for grading and building contractors. A systematic approach to soil classification, strength, compressibility and expansive characteristic 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

Description: 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

Description: 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

Description: Organization, procedures and necessary paperwork pertinent to the planning and construction of site improvements. Site analysis by evaluating the needs of the property as well as the needs of those using the property and the design correlations with scope, specifications and control of local, state, and federal agencies. 54 hours lecture.

**CON-74**

**Construction Estimating** 3 Units  
CSU

*Prerequisite:* None

*Corequisite:* CON-62

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



**CON-80****Construction Scheduling****3 Units**

CSU

*Prerequisite: None*

Description: Construction Scheduling will provide an overview of the uses and the types of schedules that are used in the preconstruction and construction stages of a project. 54 hours lecture.

**CON-200****Construction Work Experience****1-4 units**

CSU

Description: 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors the number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option)

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## DANCE

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**DAN-6****Dance Appreciation****3 Units**

UC, CSU

*Prerequisite: None*

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

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## DRAFTING

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**DFT-21****Drafting****(Same as ENE-21)****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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.)

**DFT-22****Engineering Drawing****(Same as ENE-22)****3 Units**

UC, CSU

*Prerequisite: DFT/ENE-21**Advisory: DFT/ENE-30*

Description: Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, freehand 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.)

**DFT-23****Descriptive Geometry****(Same as ENE-23)****3 Units**

UC, CSU

*Prerequisite: DFT/ENE-22 and MAT-36*

Description: 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 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DFT-24****Architectural Drafting****(Same as ARE-24)****3 Units**

CSU

*Prerequisite: DFT/ENE-21 and DFT/ENE-30*

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

**DFT-27****Technical Communications****(Same as ELE/ENE-27)****3 Units**

CSU

*Prerequisite: None*

Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

**DFT-30****Computer Aided Drafting (CAD)****(Same as ENE-30)****3 Units**

UC, CSU

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

Description: A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop computer drawn drawings, which are typical to the various fields of drafting. 27 hours lecture and 90 hours laboratory.

**DFT-42****Solidworks I****(Same as ENE-42)****3 Units**

CSU

*Prerequisite: None**Advisory: PC computer experience recommended CIS-1A*

Description: 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 advancing into complex assemblies requiring animation. 27 hours lecture and 90 hours of laboratory.

**DFT-42B****Solidworks II****(Same as ENE-42B)****3 Units**

CSU

*Prerequisite: DFT/ENE-42 or prior SolidWorks experience*

Description: An advanced course in using the three-dimensional parametric solid-modeler SolidWorks. This course is designed to further 3D parametric solid modeling software techniques learned in SolidWorks I. Students will delve deeper into topics that were introduced in the first SolidWorks course such as extruding, sweeping, lofting, shelling, assemblies, and animation. 27 hours lecture and 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DFT-51****Blueprint Reading****(Same as ENE-51)****2 Units**

CSU

*Prerequisite: None*

Description: 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.)

**DFT-52****Geometric Dimensioning and Tolerancing****(Same as ENE-52)****2 Units**

CSU

*Prerequisite: None*

Description: 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.)

**DFT-60****Math for Engineering Technology****(Same as ENE-60)****3 Units***Prerequisite: None*

Description: 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.)

**DFT-200****Drafting Work Experience**

CSU

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

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

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## EARLY CHILDHOOD EDUCATION

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**EAR-19****Observation and Assessment in Early Childhood Education****3 Units**

(C-ID:ECE 200)

CSU

*Prerequisite: None*

Description: 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**

(C-ID:CDEV 100)

UC, CSU

*Prerequisite: None*

Description: 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-24****Introduction to Curriculum****3 Units**

(C-ID:ECE 130)

CSU

*Prerequisite: None*

Description: 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**

(C-ID:ECE 230)

UC, CSU

*Prerequisite: None*

Description: Examines 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. 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**

(C-ID:ECE 220)

CSU

*Prerequisite: None*

Description: 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**

(C-ID:ECE 120)

CSU

*Prerequisite: None*

Description: 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. 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**

(C-ID:ECE 210)

CSU

*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42*

Description: 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-33****Infant and Toddler Development****3 Units**

CSU

*Prerequisite: None*

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

**EAR-34****Infant and Toddler Care and Education****3 Units**

CSU

*Prerequisite: None*

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

**EAR-35****Practicum in Infant and Toddler Care****3 Units**

CSU

*Prerequisite: EAR-20**Advisory: EAR-33 and EAR-34*

Description: 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 is required.

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

CSU

*Prerequisite: None*

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

**EAR-40****Introduction to Children With Special Needs****3 Units**

CSU

*Prerequisite: None*

Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only.)

**EAR-41****Practicum in Early Intervention/Special Education 4 Units**  
CSU*Prerequisite: EAR-28 EAR-24 EAR-42 EAR-20**Advisory: EAR-40 or EAR-46*

Description: This course provides students with hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. It integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. 36 hours lecture and 108 hours laboratory. (TBA option)

**EAR-42****Child, Family, and Community 3 Units**  
(C-ID:CDEV 110)  
CSU*Prerequisite: None*

Description: 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-19 and EAR-20*

Description: 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 reasons children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

**EAR-44****Administration I: Programs in Early Childhood Education 3 Units**  
CSU*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42*

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

**EAR-45****Administration II: Personnel and Leadership in Early Childhood Education 3 Units**  
CSU*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42*

Description: Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture. (Letter Grade only.)

**EAR-46****Curriculum and Strategies for Children with Special Needs 3 Units**  
CSU*Prerequisite: None**Advisory: EAR-40*

Description: Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture.

**EAR-47****Childhood Stress and Trauma 3 Units**  
CSU*Prerequisite: None*

Description: This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short-and long-term effects that stress and trauma has on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. Outside observations required. 54 hours lecture.

**EAR-200****Early Childhood Work Experience 1-4 Units**  
CSU*Prerequisite: None*

Advisory: Student should have paid or voluntary employment.  
Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)



## ECONOMICS

### ECO-4

#### Intro Economics

3 Units

UC, CSU

*Prerequisite: None*

Description: 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

(C-ID:ECON 202)

UC, CSU

*Prerequisite: MAT-52*

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

Description: 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

(C-ID:ECON 202)

UC, CSU

*Prerequisite: MAT-52*

*Advisory: MAT-35 and Qualification for ENG-1A*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

### ECO-8

#### Principles of Microeconomics

3 Units

(C-ID:ECON 201)

UC, CSU

*Prerequisite: MAT-52*

*Advisory: MAT-35 and qualification for ENG-1A*

Description: 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.

### ECO-8H

#### Honors Principles of Microeconomics

3 Units

(C-ID:ECON 201)

UC, CSU

*Prerequisite: MAT-52*

*Advisory: MAT-35 and qualification for ENG-1A*

*Limitation on enrollment: Enrollment in the Honors program*

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

## ELECTRICITY

### ELC-11

#### DC Electronics

(Same as ELE-11)

4 Units

CSU

*Prerequisite: None*

Description: 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. 63 hours lecture and 27 hours laboratory.

### ELC-13

#### AC Electronics

(Same as ELE-13)

4 Units

CSU

*Prerequisite: ELE-10 or ELC-11 or ELE-11 or ELE-23*

Description: 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.

### ELC-66

#### National Electrical Code

(Same as ELE-66)

3 Units

CSU

*Prerequisite: None*

Description: Review of electrical codes including discussion and analysis of the application of physical laws in development of the code requirements. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ELC-68****Fundamentals of Maintenance****(Same as MAN-68)****4 Units***Prerequisite: None*

Description: Foundational skills training for maintenance technicians. Introduction to the basic maintenance and repair methods used in the facility maintenance profession. Preventative maintenance methods and strategies are explored as students receive training in the use of electronic measuring devices, meters, and scopes. Topics include activities focused upon basic electrical skills, basic pneumatics and hydraulics, basic mechanical skills, basic plumbing, basic principles of refrigeration, refrigerants, refrigeration components, preventative and corrective maintenance. Completion of this basic course will prepare students for a job as a Facility Maintenance Technician. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ELC-69****Fundamentals of Tooling And Test Equipment****(Same as MAN-69)****2 Units***Prerequisite: None*

Description: An introduction to the tools and equipment used in the facility maintenance occupation, with an emphasis on the safe use, maintenance, and storage of a variety of tools and equipment. Introduces hand and power tools, test equipment, and wiring practices. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ELC-71****Residential Electrical Wiring****(Same as ELE-71)****4 Units**

CSU

*Prerequisite: None*

Description: The course introduces students to wiring methods commonly used in residential electrical wiring. Topics include wiring of electrical switches, receptacles, code requirements for kitchen, bathroom, GFI and AFI devices, raceways, and boxes. 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.)

**ELC-72****Commercial and Industrial Electrical Wiring****(Same as ELE/MAN-72)****4 Units**

CSU

*Prerequisite: None*

Description: Wiring of commercial and industrial buildings including equipment grounding, service grounding, power distribution, conduit types, metal, plastic, flexible, bending and supporting, light distribution and blueprint reading. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ELC-73****Electric Motors and Transformers****(Same as ELE/MAN-73)****4 Units***Prerequisite: None*

Description: 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.)

**ELC-74****Industrial Wiring and Controls****(Same as ELE/MAN-74)****4 Units**

CSU

*Prerequisite: None*

Description: Industrial controls and electrical wiring of modern facilities, manufacturing, or warehousing. Included will be production equipment, conveyor systems, hydraulic and pneumatic controls, power distribution, blueprint reading, electrical control wiring, PLC (programmable logic controller) control wiring, VFD (variable frequency drives) wiring and programming. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**ELC-75****Solid State Devices and Lighting Controls****(Same as ELE-75)****3 Units**

CSU

*Prerequisite: None*

Description: Students will learn about solid state device (electronics), sensors, SCR (silicone control rectifier), transistors, proximity and light sensors used in most industrial and commercial installations. Included will be showing students different types of sensors used for controlling motors, conveyors, and lighting devices. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ELC-76****Low Voltage Wiring and Alternate Energy Generation****(Same as ELE-76)****3 Units***Prerequisite: None*

Description: 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. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)



**ELC-77****Electrical Theory for Electricians****(Same as ELE/MAN-77)****3 Units***Prerequisite: None*

Description: An introduction to electrical theory, Ohm's Law, magnetism, electromagnetism, voltage, resistance, current, inductance, capacitance, reactance, impedance, Watts, Volt-Amps, VARs, current control devices, sensors and actuators phase angle, power-factor, transformers, motors, power distribution systems, and proper usage of electrical test equipment (meters). Student will learn concepts of electrical power, energy, Kirchoff's Laws, along with basic math to solve fundamental electrical problems for both alternating current (A.C.) and direct current (D.C.) circuits. Student will learn basic electrical safety procedures, including the proper use and requirements for personal protective equipment (PPE). 36 hours lecture, 54 hours lab. (Letter Grade or Pass/No Pass option.)

**ELC-91****Fundamentals of Solar Energy****(Same as ELE-91)****3 units**

CSU

*Prerequisites: ELC/ELE-77*

Description: An introduction 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, circuit identification, functions and operations of components will be surveyed. Basic Electrical Safety will also be covered. 36 hours lecture; 54 hours lab. (Letter Grade, or Pass/No Pass option.)

**ELC-400****Introduction to the Electrical Trades And Construction Safety****(Same as ELE-400)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student is a registered State indentured apprentice.*

Description: Focusing on electrical trades, students will examine safety issues surrounding construction job-sites and installation of electrical systems. Includes OSHA 10 Construction certification training, identification of job-site hazards, safe work practices and personal protective equipment for various construction site hazards. Care for breathing and cardiac emergencies along with basic first aid and automatic external defibrillator (AED) training for use on both adults and children. Substance abuse will be addressed. Basic math operations will be reviewed and reinforced. 45 hours lecture and 54 hours laboratory.

**ELC-401****Introduction to Electrical Theory, Basic Math Concepts, and the National Electric****(Same as ELE-401)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Provides an introduction to algebraic and trigonometric concepts and application of their principles to solve basic electrical equations and layout conduit bends. Teaches the student to apply basic electrical theory to predict circuit behavior. Basic conduit bending techniques will be developed. The National Electrical Code will be introduced. 45 hours lecture and 54 hours laboratory.

**ELC-402****Advanced Dc Circuit Concepts, Introduction to 3-PHASE Ac Circuits, Test Equipment, and National Electric Code Applications****(Same as ELE-402)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Electrician circuit analysis techniques, series, parallel, and combination DC circuits, test equipment, National Electric Code (NEC), and elementary 3-Phase AC circuits will be introduced. 45 hours lecture and 54 hours laboratory.

**ELC-403****Ac Circuit Concepts, Applied Electronics, and National Electric Code Applications****(Same as ELE-403)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Electrician AC theory including an exploration of inductance and capacitance and the effect of their combined reactants on AC circuits along with the application of electronic concepts and components. 45 hours lecture and 54 hours laboratory.

**ELC-404****Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)****(Same as ELE-404)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Digital logic concepts and their real-world application. Electrician identification, selection, and installation of electrical conductors in accordance with National Electrical Code (NEC). 45 hours lecture and 54 hours laboratory.

**ELC-405****Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)****(Same as ELE-405)****3.5 Units***Prerequisite: None**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Electrician studies of blueprints and specifications. Application of the National Electric Code will cover current protection, panel-boards, and lighting systems. 45 hours lecture and 54 hours laboratory.

**ELC-406****Grounding Systems, Advanced Blueprints And Specifications, Motor Design and Installation, and National Electric Code****(Same as ELE-406)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Advanced concepts for blueprints and specifications. Study of motor design and application and National Electric Code concepts. 45 hours lecture and 54 hours laboratory.

**ELC-407****Motor Control Principles, Generators And Power Supplies, With National Electric Code (NEC)****(Same as ELE-407) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Techniques for controlling AC and DC motors; students examine conventional and cutting-edge technologies for power generation. 45 hours lecture and 54 hours laboratory. (Letter Grade only.)

**ELC-408****Transformer Theory, Leadership, Management, and Test Equipment****(Same as ELE-408) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Explores electrician theory and field application of transformers, test equipment, including management and leadership principles for supervisors, along with special equipment for security systems for the grid. 45 hours lecture and 54 hours laboratory.

**ELC-409****Electrician Specialty Systems****(Same as ELE-409) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Examines specialty electrical systems commonly found in building construction. Includes fire alarm systems, closed-circuit television (CCTV) systems, telephone systems, cable television (CATV and MATV) systems, local area networks (LANs), fiber optic data systems, heating and air conditioning control systems, and lightning protection systems. 45 hours lecture and 54 hours laboratory.

**ELC-420****Introduction to Sound/Communication Trade Industry****(Same as ELE-420) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: An introduction to the sound and communication industry. Students will examine the fundamentals of wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication. Basic math operations will be reviewed and reinforced. Care for breathing and cardiac emergencies along with basic first aid for use on both adults and children. Substance abuse will be addressed. 45 hours lecture and 54 hours laboratory.

**ELC-421****Electrical Theory and Practices DC****(Same as ELC-421) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Study of floor and plot plans, basic blueprint reading and circuit drawing, theory of magnetism, DC and AC generators, motors and transformers, on-the-job safety, first aid, electrical code, telephony and data communications. 45 hours lecture and 54 hours laboratory.

**ELC-422****Electrical Theory and Practices AC****(Same as ELE-422) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Study of apprenticeship, electrical inductance, capacitance and reactance, including grounded conductors, branch circuits, transformer principles, RCL circuits and filters. 45 hours lecture and 54 hours laboratory.

**ELC-423****Semiconductor Electronics****(Same as ELE-423) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Study of solid-state electronic theory and components, diodes, transistors, SCR, triacs, diacs, IC amplifiers and op amps. 45 hours lecture and 54 hours laboratory.

**ELC-424****Introduction to Digital Electronics and Signaling Devices****(Same as ELE-424) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Introduction to digital electronic technology and electronic equipment. Instruction includes basic digital systems, binary and decimal numbering systems, decision-making logic circuits, Boolean Algebra, flip-flops, counters, shift registers, encoders, decoders, ROMs, DC to AC converters and organization of these component blocks to accomplish manipulation of data. 45 hours lecture and 54 hours laboratory.

**ELC-425****Management/Alarms/Codes/Circuits****(Same as ELE-425) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Introduction to management, installation of security and fire alarm systems, the National Electrical Code as it relates to alarm installation and circuits as applied to alarm systems. 45 hours lecture and 54 hours laboratory.

**ELC-499****Electrician Apprenticeship Work Experience  
(Same as ELE-499)****1-4 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: This course provides students the opportunity to work in the electricians apprenticeship program for the purpose of developing specific skills to meet the goals and objectives of the electricians Joint Apprenticeship and Training Committee (J.A.T.C.). Students complete work experience hours at approved training sites. Students may take up to 16 units total across all work experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one work experience course may be taken per semester. 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.

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## ELECTRONICS

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**ELE-10****Survey of Electronics****4 Units**

CSU

*Prerequisite: None*

Description: Basic electronic theory featuring electron-flow, Ohm's, Watt's, and Kirchoff's Laws, analog DC and AC devices, circuits, parameters and equations, diodes, transistors, thyristors, digital logic, integrated circuits, power supplies, amplifiers, oscillators, with laboratory test and measurement equipment. 63 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ELE-11****DC Electronics****(Same as ELC-11)****4 Units**

CSU

*Prerequisite: None*

Description: Basic electrical theory including Ohm's Law, the Power Law, the Current and Voltage Laws of Kirchoff, Direct Current (DC) theory, time constants, multimeter measurements, magnetism, electromagnetism, resistors, capacitors, coils, transient analysis and DC Motors, voltage, current, resistance, power, series, parallel and complex series/parallel circuits. 63 hours lecture and 27 hours laboratory.

**ELE-13****AC Electronics****(Same as ELC-13)****4 Units**

CSU

*Prerequisite: ELE-10 or ELE-11 or ELE-21 or ELE-23*

Description: 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-23****Electronics Devices and Circuits****4 Units**

UC, CSU

*Prerequisite: None*

Description: 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-25****Digital Techniques****4 Units**

CSU

*Prerequisite: ELE-10 or ELE-11*

Description: 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****Microcontrollers****3 Units**

CSU

*Prerequisite: None**Advisory: ELE-25*

Description: Computer number systems, codes, and arithmetic functions; microcontroller functions, architecture, instruction sets, addressing modes, internal operations, PIA interfacing, and I/O operations. Introduction to operating systems. 36 hours lecture and 54 hours laboratory.

**ELE-27****Technical Communications****(Same as DFT/ENE-27)****3 Units**

CSU

*Prerequisite: None*

Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal technical reports. Also includes discussion of personal resume and preparation of job applications. 54 hours lecture.

**ELE-28****MultiSim CAD and PCB Design/Fab****3 Units**

CSU

*Prerequisite: None*

Description: 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-55****Occupational Safety and Health Administration (OSHA) Standards for General Industry  
(Same as MAN-55)****1 unit***Prerequisite: None*

Description: 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 course completion, the student will receive either an OSHA 10 hour general industry or construction industry training completion card. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ELE-61****Robotics for Manufacturing  
(Same as MAN-61)****3 Units**

CSU

*Prerequisite: None**Advisory: CIS-1A*

Description: Robotics for the Supply Chain and Manufacturing industries. This course presents the programming and control of robotic systems typically used in industry. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**ELE-63****LabVIEW Visual Programming for Automated Systems  
(Same as MAN-63)****3 Units**

CSU

*Prerequisite: None**Advisory: CIS-1A*

Description: 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  
(Same as MAN-64)****3 Units**

CSU

*Prerequisite: None**Advisory: ELE-10 or ELE-21*

Description: 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 Electrical Wiring  
(Same as ELC/MAN-71)****4 Units***Prerequisite: None*

Description: Introduces students to wiring methods commonly used in residential electrical wiring. Topics include wiring of electrical switches, receptacles, code requirements for kitchen, bathroom, GFI and AFI devices, raceways, and boxes. Laboratory allows students to wire and test sample wall and ceiling sections. 54 hours lecture and 54 hours laboratory.

**ELE-72****Commercial and Industrial Electrical Wiring  
(Same as ELC /MAN-72)****4 Units***Prerequisite: None*

Description: Wiring of commercial and industrial buildings including equipment grounding, service grounding, power distribution, conduit types, metal, plastic, flexible, bending and supporting, light distribution, and blueprint reading. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory.

**ELE-73****Electric Motors and Transformers  
(Same as ELC/MAN-73)****4 Units***Prerequisite: None*

Description: 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.

**ELE-74****Industrial Wiring and Controls  
(Same as ELC/MAN-74)****4 Units**

CSU

*Prerequisite: None*

Description: Industrial controls and electrical wiring of modern facilities, manufacturing, or warehousing. Included will be production equipment, conveyor systems, hydraulic and pneumatic controls, power distribution, blueprint reading, electrical control wiring, PLC (programmable logic controller) control wiring, VFD (variable frequency drives) wiring and programming. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**ELE-75****Solid State Devices Lighting Controls  
(Same as ELC-75)****3 Units**

CSU

*Prerequisite: None*

Description: Students will learn about solid state device (electronics), sensors, SCR (silicone control rectifier), transistors, proximity and light sensors used in most industrial and commercial installations. Included will be showing students different types of sensors used for controlling motors, conveyors, and lighting devices. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ELE-76****Low Voltage Wiring and Alternate Energy Generation  
(Same as ELC-76)****3 Units***Prerequisite: None*

Description: 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. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)



**ELE-77****Electrical Theory for Electricians  
(Same as ELC/MAN-77)****3 Units***Prerequisite: None*

Description: An introduction to electrical theory, Ohm's Law, magnetism, electromagnetism, voltage, resistance, current, inductance, capacitance, reactance, impedance, Watts, Volt-Amps, VARs, current control devices, sensors and actuators phase angle, power-factor, transformers, motors, power distribution systems, and proper usage of electrical test equipment (meters). Student will learn concepts of electrical power, energy, Kirchoff's Laws, along with basic math to solve fundamental electrical problems for both alternating current (A.C.) and direct current (D.C.) circuits. Student will learn basic electrical safety procedures, including the proper use and requirements for personal protective equipment (PPE). 36 hours lecture 54 hours laboratory.

**ELE-91****(Same as ELC-91)  
Fundamentals of Solar Energy****3 Units**

CSU

*Prerequisite: None*

Description: 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****1-4 Units**

CSU

*Prerequisite: None*

Advisory: Students should have paid or voluntary employment.

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

**ELE-400****Introduction to the Electrical Trades And Construction Safety  
(Same as ELC-400)****3.5 Units***Prerequisite: None*

*Limitation on enrollment: Student is a registered State indentured apprentice*

Description: Focusing on electrical trades, students will examine safety issues surrounding construction job-sites and installation of electrical systems. Includes OSHA 10 Construction certification training, identification of job-site hazards, safe work practices and personal protective equipment for various construction site hazards. Care for breathing and cardiac emergencies along with basic first aid and automatic external defibrillator (AED) training for use on both adults and children. Substance abuse will be addressed. Basic math operations will be reviewed and reinforced. 45 hours lecture and 54 hours laboratory.

**ELE-401****Introduction to Electrical Theory, Basic Math Concepts,  
and the National Electric Code****3.5 Units***Prerequisite: None*

*Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Focusing on electrical trades, students will examine safety issues surrounding construction job-sites and installation of electrical systems. Includes OSHA 10 Construction certification training, identification of job-site hazards, safe work practices and personal protective equipment for various construction site hazards. Care for breathing and cardiac emergencies along with basic first aid and automatic external defibrillator (AED) training for use on both adults and children. Substance abuse will be addressed. Basic math operations will be reviewed and reinforced. 45 hours lecture and 54 hours laboratory.

**ELE-402****Advanced DC Circuit Concepts, Introduction to 3-Phase  
AC Circuits, Test Equipment, and National Electric  
Code Applications****3.5 Units***Prerequisite: None*

*Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Electrician circuit analysis techniques, series, parallel, and combination DC circuits, test equipment, National Electric Code (NEC), and elementary 3-Phase AC circuits will be introduced. 45 hours lecture and 54 hours laboratory.

**ELE-403****AC Circuit Concepts, Applied Electronics, and National  
Electric Code Applications****3.5 Units***Prerequisite: None*

*Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Electrician AC theory including an exploration of inductance and capacitance and the effect of their combined reactants on AC circuits along with the application of electronic concepts and components. 45 hours lecture and 54 hours laboratory.

**ELE-404****Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC)  
(Same as ELC-404)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Digital logic concepts and their real-world application. Electrician identification, selection, and installation of electrical conductors in accordance with National Electrical Code (NEC). 45 hours lecture and 54 hours laboratory.

**ELE-405****Electrician Blueprint Reading with Code Applications for National Electrical Code (NEC)****(Same as ELC-405)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Electrician studies of blueprints and specifications. Application of the National Electric Code will cover current protection, panel-boards, and lighting systems. 45 hours lecture and 54 hours laboratory.

**ELE-406****Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code  
(Same as ELC-406)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Advanced concepts for blueprints and specifications. Study of motor design and application and National Electric Code concepts. 45 hours lecture and 54 hours laboratory.

**ELE-407****Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC)****(Same as ELC-407)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Techniques for controlling AC and DC motors; students examine conventional and cutting-edge technologies for power generation. 45 hours lecture and 54 hours laboratory.

**ELE-408****Transformer Theory, Leadership, Management, and Test Equipment  
(Same as ELC-408)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Explores electrician theory and field application of transformers, test equipment, including management and leadership principles for supervisors, along with special equipment for security systems for the grid. 45 hours lecture and 54 hours laboratory.

**ELE-409****Electrician Specialty Systems  
(Same as ELC-409)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Examines specialty electrical systems commonly found in building construction. Includes fire alarm systems, closed-circuit television (CCTV) systems, telephone systems, cable television (CATV & MATV) systems, local area networks (LANs), fiber optic data systems, heating and air conditioning control systems, and lightning protection systems. 45 hours lecture and 54 hours laboratory.

**ELE-420****Introduction to Sound/Communication Trade Industry  
(Same as ELC-420)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: An introduction to the sound and communication industry. Students will examine the fundamentals of wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication. Basic math operations will be reviewed and reinforced. Care for breathing and cardiac emergencies along with basic first aid for use on both adults and children. Substance abuse will be addressed. 45 hours lecture and 54 hours laboratory.

**ELE-421****Electrical Theory and Practices DC  
(Same as ELC-421)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Study of floor and plot plans, basic blueprint reading and circuit drawing, theory of magnetism, DC and AC generators, motors and transformers, on-the-job safety, first aid, electrical code, telephony and data communications. 45 hours lecture and 54 hours laboratory.

**ELE-422****Electrical Theory and Practices AC  
(Same as ELC-422)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Study of apprenticeship, electrical inductance, capacitance and reactance, including grounded conductors, branch circuits, transformer principles, RCL circuits and filters. 45 hours lecture and 54 hours laboratory.

**ELE-423****Semiconductor Electronics  
(Same as ELC-423)****3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Study of solid-state electronic theory and components, diodes, transistors, SCR, triacs, diacs, IC amplifiers and op amps. 45 hours lecture and 54 hours laboratory.



**ELE-424****Introduction to Digital Electronics and Signaling Devices  
(Same as ELC-424) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Introduction to digital electronic technology and electronic equipment. Instruction includes basic digital systems, binary and decimal numbering systems, decision-making logic circuits, Boolean Algebra, flip-flops, counters, shift registers, encoders, decoders, ROMs, DC to AC converters and organization of these component blocks to accomplish manipulation of data. 45 hours lecture and 54 hours laboratory.

**ELE-425****Management/Alarms/Codes/Circuits  
(Same as ELC-425) 3.5 Units***Prerequisite: None**Limitation on enrollment: Student must be a registered State indentured apprentice*

Description: Introduction to management, installation of security and fire alarm systems, the National Electrical Code as it relates to alarm installation and circuits as applied to alarm systems. 45 hours lecture and 54 hours laboratory.

**ELE-499****Electrician Apprenticeship Work Experience  
(Same as ELC-499) 1-4 Units***Prerequisite: None**Limitation on enrollment: Student must be a State indentured apprentice*

Description: This course provides students the opportunity to work in the electricians apprenticeship program for the purpose of developing specific skills to meet the goals and objectives of the electricians Joint Apprenticeship and Training Committee (J.A.T.C.). Students complete work experience hours at approved training sites. Students may take up to 16 units total across all work experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one work experience course may be taken per semester. 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.

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## ENGINEERING

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**ENE-10****Introduction to Engineering 2 Units**

UC, CSU

*Prerequisite: None*

Description: The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENE-21****Drafting  
(Same as DFT-21) 3 Units**

UC, CSU

*Prerequisite: None*

Description: 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 81 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-22****Engineering Drawing  
(Same as DFT-22) 3 Units**

UC, CSU

*Prerequisite: DFT/ ENE-21**Advisory: DFT/ ENE-30*

Description: Drafting fundamentals briefly reviewed, geometric construction, orthographic projections, freehand 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  
(Same as DFT-23) 3 Units***Prerequisite: DFT/ENE-22 and MAT-36*

Description: 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-27****Technical Communications  
(Same as DFT-27 and ELE-27) 3 Units**

CSU

*Prerequisite: None*

Description: Procedures for organizing and presenting technical data through informal and formal documents and presentations. Includes practice in writing memoranda, letter reports, and formal 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-42 and ENE-30 and ENE-52*

Description: 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, ASME-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 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-30****Computer Aided Drafting (CAD)  
(Same as DFT-30)****3 Units**

UC, CSU

*Prerequisite: None**Advisory: CIS-1A*

Description: A two-dimensional computer aided drafting class for drafters. Students will use an AUTOCAD computer drafting system to develop computer drawn drawings, which are typical to the various fields of drafting. 27 hours lecture and 81 hours laboratory.

**ENE-35****Statics****3 Units**

UC, CSU

*Prerequisite: PHY-4A*

Description: A study of force and equilibrium problems; free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENE-38****Introduction to Programming Concepts and Methodologies for Engineers****3 Units**

UC, CSU

*Prerequisite: MAT-10*

Description: The purpose of this course is to expose students to the fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, data structures and handling, along with interfacing software with the physical world (e.g., the use of sensors), and the application of numerical techniques. 36 hours lecture and 54 hours laboratory.

**ENE-39****Engineering Circuit Analysis****4 Units**

UC, CSU

*Prerequisite: PHY-4B**Corequisite: MAT-2*

Description: An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. 54 hours lecture and 54 hours laboratory.

**ENE-40****Material Science and Engineering****4 Units**

CSU

*Prerequisite: CHE-1A and PHY-4A*

Description: An introduction to the internal structure and resulting behaviors of materials used in engineering applications, including metals, ceramics, polymers, composites, and semi-conductors. Emphasis on developing the ability both to select appropriate materials to meet engineering design criteria and to understand the effects of heat, stress, imperfections, and chemical environments upon material properties and performance. Laboratories provide opportunities to directly observe the structures and behaviors discussed in the course, to operate testing equipment, to analyze experimental data, and to prepare reports. 54 hours lecture and 54 hours laboratory.

**ENE-41****Engineering Graphics****3 Units**

CSU

*Prerequisite: MAT-36 Course Credit Recommendation: Degree Credit*

Description: An introduction to principles of engineering drawings in visually communicating engineering designs and an introduction to computer aided design (CAD). Topics include the development of visualization skills, orthographic projections, mechanical dimensioning and tolerancing practices, and the engineering design process. Assignments develop sketching and 2-D and 3-D skills. The use of CAD software is an integral part of this course. 36 hours lecture and 54 hours laboratory.

**ENE-42****SolidWorks I****(Same as DFT-42)****3 Units**

CSU

*Prerequisite: None**Advisory: PC computer experience recommended CIS-1A*

Description: 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 advancing into complex assemblies requiring animation. 27 hours lecture and 81 hours of laboratory.

**ENE-42B****SolidWorks II****(Same as DFT-42B)****3 Units**

CSU

*Prerequisite: DFT/ ENE-42 or prior SolidWorks experience*

Description: An advanced course in using the three-dimensional parametric solid-modeler SolidWorks. This course is designed to further 3D parametric solid modeling software techniques learned in SolidWorks I. Students will delve deeper into topics that were introduced in the first SolidWorks course such as extruding, sweeping, lofting, shelling, assemblies, and animation. 27 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-51****Blueprint Reading****(Same as DFT-51)****2 Units**

CSU

*Prerequisite: None*

Description: 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****(Same as DFT-52)****2 Units**

CSU

*Prerequisite: None*

Description: 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**  
(Same as DFT-60)*Prerequisite: None*

Description: 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-62****Math for Automated Systems 3 Units***Prerequisite: None*

Description: Course concepts from arithmetic, algebra, geometry and scientific notation, extended and applied to problems in automation technology from electrical and mechanical engineering, including metal work, welding, and building energy systems. 54 hours lecture.

**ENE-200****Engineering Work Experience 1-4 Units**

UC, CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

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## ENGINEERING TECHNOLOGY

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New courses to follow

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## ENGLISH

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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**

(C-ID:ENGL 100)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or qualifying placement level*

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab 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**

(C-ID:ENGL 100)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or qualifying placement level**Limitation on enrollment: Enrollment in the Honors Program*

Description: Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will produce a minimum of 10,000 words of instructor-evaluated writing. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. Classroom instruction integrates writing lab activities. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1B****Critical Thinking and Writing 4 Units**

(C-ID: ENGL 105, 110 and 120)

UC, CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: 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 lab activities. Student may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-1BH****Honors Critical Thinking and Writing 4 Units**

(C-ID:ENGL 105, 110 and 120)

UC, CSU

*Prerequisite: ENG-1A or ENG-1AH**Limitation on enrollment: Enrollment in the Honors Program*

Description: Building on the rhetorical skills learned in ENG 1A or 1AH, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (TBA option)

**ENG-4****Writing Tutor Training 2 Units**

CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option)

**ENG-6****British Literature I: Anglo-Saxon through Eighteenth Century****3 Units**

(C-ID:ENGL 160)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-7****British Literature II: Romanticism through Modernism/Post-Modernism****3 Units**

(C-ID:ENGL 165)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: 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 ENG-1BH and REA-83*

Description: 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 ENG-1BH*

Description: A survey of Shakespeares 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 ENG-1BH*

Description: Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres, or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-11****Creative Writing****3 Units**

(C-ID:ENGL 200)

UC, CSU

*Prerequisite: ENG-1A or ENG-1AH*

Description: Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-14****American Literature I: Pre-Contact through Civil War****3 Units**

(C-ID:ENGL 130)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: 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**

(C-ID:ENGL 135)

UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: 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 Linguistics****3 Units**

UC, CSU

*Prerequisite: None**Advisory: Qualification for English 1A*

Description: 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-17A****Literary Magazine Production: Beginning****3 Units**

CSU

*Prerequisite: None**Advisory: ENG-1A or ENG-1AH*

Description: Beginning-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)



**ENG-17B**

**Literary Magazine Production: Intermediate** 3 Units  
CSU

*Prerequisite:* ENG-17A

*Advisory:* ENG-1A or ENG-1AH

Description: Intermediate-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter Grade, or Pass/No Pass Option)

**ENG-17C**

**Literary Magazine Production: Advanced** 3 Units  
CSU

*Prerequisite:* ENG-17B

*Advisory:* ENG-1A or ENG-1AH

Description: Advanced-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter Grade or Pass/No Pass option.)

**ENG-20**

**Survey of African American Literature** 3 Units  
UC, CSU

*Prerequisite:* None

*Advisory:* ENG-1B or ENG-1BH

Description: 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 ENG-1BH and REA-83

Description: 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  
(C-ID:ENGL 180)  
UC, CSU

*Prerequisite:* ENG-50 or ENG-80 or eligibility for ENG-1A

Description: 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 ENG-1BH

Description: 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  
(C-ID:ENGL 140)

UC, CSU

*Prerequisite:* ENG-50 or ENG-80 or eligibility for ENG-1A

*Advisory:* ENG-1B or ENG-1BH

Description: Significant works of world literature from Ancient literatures to the Seventeenth 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  
(C-ID:ENGL 145)

UC, CSU

*Prerequisite:* ENG-50 or ENG-80 or eligibility for ENG-1A

*Advisory:* ENG-1B or ENG-1BH

Description: 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 ENG-1BH

Description: 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 ENG-1BH

Description: A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of dramas 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. (Letter Grade, or Pass/No Pass option.)

**ENG-47****Inlandia: Regional Writing about the Inland Empire 3 Units**

UC, CSU

*Prerequisite: None**Advisory: ENG-1A or ENG-1AH*

Description: 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. 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 ENG-1BH*

Description: 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-70 or ENG-60B or ESL-55**Advisory: REA-82 or qualifying placement level*

Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter Grade only.)

**ENG-60A****English Fundamentals: Sentence to Paragraph 4 Units***Prerequisite: None*

Description: Develops students' writing, active-reading, and grammar skills to basic-level performance. Emphasis is on correct writing at the sentence and paragraph level. 72 hours lecture and 18 hours laboratory. (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*

Description: Develops the students basic-level writing, active reading, and grammar skills to intermediate-level performance. Emphasis is on correct writing at the paragraph and short-essay level. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**ENG-70****Composition Fundamentals 4 Units***Prerequisite: None*

Description: Prepares students by developing skills in grammar, usage, composition, and the writing process. This course serves students who desire more practice with pre-collegiate level reading and writing before taking ENG-50. Students will write a minimum of 5,000 words. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No pass only)

**ENG-80****Preparatory Composition 6 Units***Prerequisite: None*

Description: 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 is supplemented by writing lab activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course.)

**ENG-85****Writing Clinic (English) 0.50 Units***Prerequisite: None*

Description: 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) (Non-degree credit course. Pass/No Pass only.)

**ENG-91****Academic Support for English 1A 2 units***Prerequisite: None**Corequisite: ENG-1A*

Description: Limited to students concurrently enrolled in the co-requisite English 1A class, English 91 provides students with additional support for college-level English. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. 36 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*

Description: Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)



**ESL-52****Low-intermediate Writing and Grammar 4 Units**

*Prerequisite:* ESL-51 or Qualifying placement level on a state-approved placement instrument

Description: Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-53****Intermediate Writing and Grammar 4 Units**

*Prerequisite:* Qualifying placement level on a state-approved placement instrument or ESL-52

Description: Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-54****High-intermediate Writing and Grammar 5 Units**

UC, CSU

*Prerequisite:* Qualifying placement level on a state-approved placement instrument or ESL-53

Description: Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

**ESL-55****Advanced Writing and Grammar 5 Units**

UC, CSU

*Prerequisite:* Qualifying placement level on a state-approved placement instrument or ESL-54

Description: Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass Option.)

**ESL-71****Basic Reading and Vocabulary 4 Units**

*Prerequisite:* None

*Advisory:* ESL-51 or ESL-52 or qualifying placement level on a state-approved placement instrument

Description: Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-72****Intermediate Reading and Vocabulary 4 Units**

*Prerequisite:* None

*Advisory:* ESL-71 and ESL-53 or ESL-54

Description: Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only)

**ESL-73****High Intermediate Reading and Vocabulary 4 Units**

*Prerequisite:* None

*Advisory:* ESL-72 and ESL-53 or ESL-54 or ESL-55 or qualifying placement level on a state-approved placement instrument

Description: Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-90D****Special Topics in ESL: Verb Tense Review 2 Units**

*Prerequisite:* None

*Advisory:* Qualification for or enrollment in ESL 54 or higher

Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90L****Special Topics in English as a Second Language: Punctuation of Phrases and Clauses 2 Units**

*Prerequisite:* None

*Advisory:* Qualification for or enrollment in ESL 53 or higher

Description: Provides students with the conventions of punctuation use in American English. Enhances the students competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90M****Special Topics in English as a Second Language: Articles and Prepositions 2 Units**

*Prerequisite:* None

*Advisory:* Qualification for or enrollment in ESL-53 or higher

Description: Provides students with basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90P****Special Topics in ESL: Mastering Academic Vocabulary****2 Units***Prerequisite: None**Advisory: ESL-53 or higher*

Description: Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-degree credit course. Pass/No Pass)

**ESL-91****Oral Skills I: Beginning Oral Communication****3 Units***Prerequisite: None**Advisory: Concurrent enrollment in ESL-51 or 52*

Description: 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: ESL-91 and concurrent enrollment in ESL-53 or 54*

Description: 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: ESL-92 and concurrent enrollment in ESL-54, 55 or ENG-50*

Description: 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 recommended*

Description: Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels, and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

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## ENTREPRENEURSHIP

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New courses to follow

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## FRENCH

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**FRE-1****French 1****5 Units**

UC, CSU

*Prerequisite: None*

Description: 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*

Description: 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-8****Intermediate Conversation****3 Units**

UC, CSU

*Prerequisite: FRE-2*

Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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## GAME DEVELOPMENT

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**GAM-21****History of Video Games****3 Units**

UC, CSU

*Prerequisite: None*

Description: A comprehensive study of the evolution of video games, including their technological and artistic antecedents, with analysis of how video games reflect the beliefs, aspirations and values of the cultures where they flourish. Study includes game-play experience and analysis of notable game genres, identifying significant artistic and technological innovations. 54 hours lecture. (Letter grade).

**GAM-22****Game Design Principles****4 Units**

UC, CSU

*Prerequisite: None*

Description: An introduction to the fundamental techniques, concepts, and vocabulary of game design. Students will design original non-digital prototypes and games, using iteration and play-testing best practices. Topics include formal elements of games, mechanics and dynamics, decision-making, flow states and player psychology, the MDA Framework, the iterative process, and rapid prototyping. 54 hours lecture and 54 hours laboratory.

**GAM-23****Digital Game Design****4 Units**

UC, CSU

*Prerequisite: GAM-22*

Description: An introduction to digital game design, including planning, designing and developing an original digital game. Topics include analyzing the target audience, pitching an original game concept, design documentation, the iterative process, and rapid digital prototyping. 54 hours lecture and 54 hours laboratory.

**GAM-24****Video Game Prototyping****4 Units**

CSU

*Prerequisite: CIS/CSC-5 or GAM-50 or CIS-50*

Description: An introduction to the fundamentals of computer game prototyping with an emphasis on scripting. Students will create mockup environments and objects of interest using placeholder assets, apply game rules and interactivity, and demonstrate previsualized game concepts. Topics include layout, possibility space, content integration, scripting, team collaboration, and workflow. Students will create 3D computer game levels using one or more modern game engines. 54 hours lecture and 54 hours laboratory.

**GAM-32****Designing Game Characters****3 Units**

CSU

*Prerequisite: GAM-81*

Description: 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*

Description: 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-35****Introduction to Simulation and Game Development****3 Units**

CSU

*Prerequisite: None*

Description: An introduction to the field of simulation and computer gaming. Course provides an introductory look at the fundamentals of simulation and computer games used in various industries—entertainment, military, finance, medical, education, and law enforcement. Topics include licensing and franchising, marketing, business development, game design, storytelling, and development life cycle. 54 hours lecture.

**GAM-39****Current Techniques in Game Art****4 Units**

CSU

*Prerequisite: None*

*Advisory: Ability to manipulate graphics including layers and textures with PhotoShop or Concurrent enrollment in CIS-78A or ADM-71*

Description: Introduction to the fundamental techniques, concepts, and vocabulary of advanced sculpting for Game Art, Animation, Concept Art, and Digital Illustration. Students will modify 3D models, and create textured compositions as applied to video games, animation and concept art. 54 hours lecture and 54 hours laboratory.

**GAM-41****Game Asset and Engine Integration****3 Units**

CSU

*Prerequisite: GAM-81*

Description: An intermediate 3D modeling class with a strong focus in low poly modeling, texture mapping and importing art assets into an industry standard game engine. Topics also include the basics of lighting an object, creating custom textures and presentation skills. 54 hours lecture and 18 hours laboratory (TBA option).

**GAM-44****Portfolio Production****2 Units****(Same as CIS-44)**

CSU

*Prerequisite: GAM-23 or GAM-32 or GAM-46 or GAM-48 or GAM-52 or MUC-6 or [ART-22, ART-39, CIS-59, CIS-66, CIS-78B, CIS-79 and CIS-81] or [CIS-68 and CIS-75]*

Description: Creative organization and presentation of a body of work exhibiting portfolio-quality aptitude. Covers all aspects of creation and presentation of a professional portfolio for students of multimedia majors such as 3D modeling, animation, game design, game programming, mobile applications development and graphic design. 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-46****Environment and Vehicle Modeling****3 Units**

CSU

*Prerequisite: GAM-81*

Description: 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.(TBA option)

**GAM-50****Introduction to Game Programming****3 Units**

UC, CSU

*Prerequisite: None*

Description: A first course in programming for games stressing fundamental programming principles. Students are introduced to computer programming logic with hands on game development projects using an industry standard game engine. This course will cover the logic structures and design paradigms that allow for fundamental interactions in a visual and object oriented environment. No previous computer programming experience is required. 54 hours lecture and 18 hours laboratory.

**GAM-51****Game Mechanics and Simulation****3 Units**

CSU

*Prerequisite: GAM-50 and MAT-35*

Description: 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-52****Game Engine Scripting I****(Same as CSC-52)****3 Units**

CSU

*Prerequisite: GAM-50*

Description: Introduction to core programming concepts related to game engine scripting. Scripted languages are used in the context of industry standard game development tools to implement game functionality. 54 hours lecture and 18 hours laboratory. (TBA option)

**GAM-53****Game Engine Scripting II****(Same as CSC-53)****3 Units**

CSU

*Prerequisite: GAM-52*

Description: Extended concepts in core programming as it pertains to game engine scripting. Advanced concepts in scripted languages are explored to allow for more complex simulations to further drive industry standard game engines. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade only.)

**GAM-70****Game Development Basics****2 Units**

CSU

*Prerequisite: None*

Description: 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: GAM-80*

Description: 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: GAM-80*

Description: An intensive study of the human figure and animal anatomy in preparation for construction of 3D models for the Game Industry. Students draw using live clothed and nude models. 36 hours lecture and 54 hours laboratory.

**GAM-73****Storyboarding for Games****3 Units**

CSU

*Prerequisite: GAM-80*

Description: Application of strong composition, posing, and camera techniques to tell an engaging story in a video game environment. Students plan interactive scripted events and cut-scenes using beginning level drawing skills and storyboard software. 36 hours lecture and 54 hours laboratory. (TBA option)

**GAM-79B****Game Studio: Character Modeling****4 Units**

CSU

*Prerequisite: GAM-41 and GAM-82**Corequisite: GAM-33*

Description: This is the culminating class in the area of character modeling for game art. Students work in interdisciplinary teams to develop and complete an original digital game. The classroom production environment utilizes game industry production practices and constructs including milestones and deliverables. Upon completion of the course students will have an original working digital game demo, that is feature and content complete and portfolio ready. 54 hours lecture and 54 hours laboratory. (TBA option)

**GAM-79C****Game Studio: Environments and Vehicles****4 Units**

CSU

*Prerequisite: GAM-46*

Description: This is the culminating class in the area of developing environments and vehicles for games. Students work in interdisciplinary teams to develop and complete an original digital game. The classroom production environment utilizes game industry production practices and constructs including milestones and deliverables. Upon completion of the course students will have an original working digital game demo, that is feature and content complete and portfolio ready. 54 hours lecture and 54 hours laboratory. (TBA option)

**GAM-79D****Game Studio Production: Audio****4 Units**

CSU

*Prerequisite: MUC-6*

Description: This is the culminating class in the area of game audio. Students work in interdisciplinary teams to develop and complete an original digital game. The classroom production environment utilizes game industry production practices and constructs including milestones and deliverables. Upon completion of the course students will have an original working digital game demo, that is feature and content complete and portfolio ready. 54 hours lecture and 54 hours laboratory.

**GAM-79E****Game Studio: Game Design Capstone****4 Units**

CSU

*Prerequisite: GAM-24*

Description: This is the culminating class in the game design track of game development. Students work in interdisciplinary teams to develop and complete an original digital game. The classroom production environment utilizes game industry production practices and constructs including milestones and deliverables. Upon completion of the course students will have an original working digital game demo, that is feature and content complete and portfolio ready. 54 hours lecture and 54 hours laboratory. (TBA option)

**GAM-79F****Game Studio Production: Game Programming****4 Units**

CSU

*Prerequisite: GAM-52*

Description: This is the culminating class in the game programming track. Students work in interdisciplinary teams to develop and complete an original digital game. The classroom production environment utilizes game industry production practices and constructs including milestones and deliverables. Upon completion of the course students will have an original working digital game demo, that is feature and content complete and portfolio ready. 54 hours lecture and 54 hours laboratory. (TBA option)

**GAM-80****Digital Drawing for Game Art****4 Units**

CSU

*Prerequisite: None*

Description: Introduction to digital drawing techniques using industry standard software. Topics include usage of digital drawing hardware, digital image manipulation, techniques for digitally painting custom textures, exploration of the elements of art as they apply to games, composition, and perspective, layout design, character design, and concept development. Includes development of observational, motor, and creative skills. Use of layers, layer styles, adjustment layers and blending modes. 54 hours lecture and 54 hours laboratory. (TBA option)

**GAM-81****3D Modeling and Texturing****4 Units**

CSU

*Prerequisite: GAM-80*

Description: 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. This course also covers the process by which 3D models are unwrapped and textured using industry standard techniques and software. Skills taught in this course will give students the ability to create original three-dimensional computer generated models of organic or mechanical design, as well as apply suitable textures to these assets. 54 hours lecture and 54 hours laboratory. (TBA option)

**GAM-82****Game Rigging and Animation****4 Units**

CSU

*Prerequisite: GAM-81*

Description: A course that teaches students how to 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. 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. 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 54 hours laboratory. (TBA option)

**GAM-200****Simulation and Game Development Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass).

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## GEOGRAPHY

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**GEG-1****Physical Geography****3 Units**

(C-ID:GEOG 110)

UC, CSU

*Prerequisite: None*

Description: The interacting physical processes of air, water, land, and life that 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**

(C-ID:GEOG 110)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program.*

Description: 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**

(C-ID:GEOG 111)

UC, CSU

*Prerequisite: None**Corequisite: GEG-1 or GEG-1H*

Description: 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**

(C-ID:GEOG 120)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID:GEOG 125)

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID:GEOG 140)

UC, CSU

*Prerequisite: None*

Description: An introduction to California's physical and cultural diversity as well as the issues facing individual regions. 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**

(C-ID:GEOG 130)

UC, CSU

*Prerequisite: None*

Description: 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, wind, 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*

Description: An overview of the regions of the United States and Canada. Topics include regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

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## GUIDANCE

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**GUI-45****Introduction to College****1 Unit**

UC, CSU

*Prerequisite: None*

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass.)

**GUI-46****Introduction Transfer Process****1 Unit**

UC, CSU

*Prerequisite: None*

Description: Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**GUI-47****Career Exploration and Life Planning****3 Units**

UC, CSU

*Prerequisite: None*

Description: In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

**GUI-48****College Success Strategies****2 Units**

UC, CSU

*Prerequisite: None*

Description: 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. (Letter grade only)

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## HEALTH SCIENCE

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**HES-1****Health Science (Same as BIO-35)****3 Units**

UC, CSU

*Prerequisite: None*

Description: This course is a general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

## HISTORY

### HIS-1

#### History of World Civilizations I 3 Units

(C-ID:HIST 150)

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

Description: 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

(C-ID:HIST 160)

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

Description: A survey of the evolution of modern world civilizations from the 16th century emergence of new global political, economic, social, and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture.

### HIS-6

#### Political and Social History of the United States 3 Units

(C-ID:HIST 130)

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture.

### HIS-6H

#### Honors Political and Social History of the United States 3 Units

(C-ID:HIST 130)

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

*Limitation on enrollment: Enrollment in Honors Program*

Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture.

### HIS-7

#### Political and Social History of the United States 3 Units

(C-ID:HIST 140)

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. 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

(C-ID:HIST 140)

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: Political, social and economic development of the United States from 1877 to the present; the evolution of American thought and institution; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.

### HIS-14

#### African American History I 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

Description: A selected study of the complex continent from which African Americans came with special emphasis on the historical, political and socio-cultural aspects of African civilizations in Ancient 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 ante-bellum periods through the Civil War and Emancipation. 54 hours lecture.

### HIS-25

#### History of Mexico 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and qualification for ENG-1A*

Description: 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 and independence, the Mexican Revolution, and Mexico in the twentieth century. 54 hours lecture.

**HIS-26****History of California****3 Units**

UC, CSU

*Prerequisite: None*

Description: A survey of the 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/a Studies****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: This course is a survey of regional Chicano/a population historical and cultural roots, and social problems from the Spanish and Mexican colonial period 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/a problems. Considers the Constitution of the United States and its relevance to Chicanos as Americas second largest minority group. 54 hours lecture.

**HIS-34****History of Women in America****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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.

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## HUMANITIES

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**HUM-4****Arts and Ideas: Ancient World Through the Late Medieval Period****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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 Late Medieval Period****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A**Limitation on enrollment: Enrollment in Honors Program*

Description: 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. This 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 skillsanalysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

**HUM-5****Arts and Ideas: Renaissance through the Modern Era****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for English 1A*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to contemporary thought Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

**HUM-5H****Honors Arts and Ideas: The Renaissance through the Modern Era****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for English 1A**Limitation on enrollment: Enrollment in Honors Program*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This 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 skillsanalysis, 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 ENG-1BH and REA-83*

Description: 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: REA-83 and qualification for ENG-1A*

Description: 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: REA-83 and qualification for English 1A*

Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

**HUM-10H****Honors World Religions****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for English 1A**Limitation on enrollment: Enrollment in Honors Program*

Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. This Honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

**HUM-11****Religion in America****3 Units**

UC, CSU

*Prerequisite: None**Advisory: HUM-10, REA-83 and qualification for ENG-1A*

Description: 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-18****Death: an Interdisciplinary Perspective****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for English 1A*

Description: An interdisciplinary study of death from historical, mythological, religious, philosophical, and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through works of literature, art, and philosophy. 54 hours lecture.

**HUM-20C****Arts and Ideas: Special Studies in Humanities****3 Units**

CSU

*Prerequisite: None**Advisory: Qualification for English 1A*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, or religion organized around first-hand observation of relevant works and/or lectures. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources, and needs and interests of students and faculty. 54 hours lecture.

**HUM-23****The Bible As Literature****3 Units**

UC, CSU

*Prerequisite: None**Advisory: ENG-1B or ENG-1BH and REA-83*

Description: 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 PHI-11 and REA-83 and qualification for ENG-1A*

Description: 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.

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## INTERDISCIPLINARY STUDIES

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**ILA-1****Introduction to Tutor Training****1 Unit***Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: 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-3****Student Resiliency****1 unit***Prerequisite: None*

Description: A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture.

**ILA-800****Supervised Tutoring****0 units***Prerequisite: None*

*Corequisite: Student must be enrolled in at least one other non-tutoring course.*

Description: This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in specific related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course.)

**JPN-1****Japanese 1****5 units***Prerequisite: None*

Description: 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***Prerequisite: JPN-1*

Description: 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 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.)

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## JOURNALISM

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**JOU-7****Mass Communications****3 Units**

(C-ID:JOUR 100)

UC, CSU

*Prerequisite: None*

Description: Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture.

**JOU-20A****Newspaper: Beginning****3 Units**

(C-ID:JOUR 130)

CSU

*Prerequisite: None**Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8*

Description: 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*

Description: 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*

Description: 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*

Description: 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)



## 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.

### KIN-4

#### Nutrition

**3 Units**

UC, CSU

*Prerequisite: None*

Description: 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**

(C-ID:KIN 100)

UC, CSU

*Prerequisite: None*

Description: This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture.

### KIN-16

#### Introduction to Athletic Training

**3 Units**

UC, CSU

*Prerequisite: None*

Description: This course will teach the basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory.

### KIN-30

#### First Aid and CPR

**3 Units**

(C-ID:KIN 101)

UC, CSU

*Prerequisite: None*

Description: This course involves the theory and detailed demonstration of first aid care of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a National Safety Council Advanced First Aid certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR certificate. 54 hours lecture. A fee of \$20.00 for required certificates will be charged to the student and is not covered by BOGW.

### KIN-35

#### Foundation for Fitness and Wellness

**3 Units**

UC, CSU

*Prerequisite: None*

Description: 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. 36 hours lecture and 54 hours laboratory.

### KIN-36

#### Wellness: Lifestyle Choices

**3 Units**

UC, CSU

*Prerequisite: None*

Description: 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, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

### KIN-38

#### Stress Management

**3 Units**

UC, CSU

*Prerequisite: None*

Description: 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-A03****Adaptive Physical Fitness****1 Unit**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Medical approval and verification of a physical disability*

Description: Provides physical education for students with a physical disability to promote total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A20****Golf, Beginning****1 Unit**

UC, CSU

*Prerequisite: None*

Description: 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. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory.

**KIN-A21****Golf, Intermediate****1 Unit**

UC, CSU

*Prerequisite: None**Advisory: KIN-A20*

Description: 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. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A40****Karate, Beginning****1 Unit**

UC, CSU

*Prerequisite: None*

Description: This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. KIN-A40, and A41 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A41****Karate, Intermediate****1 Unit**

UC, CSU

*Prerequisite: None**Advisory: KIN-A40*

Description: This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). KIN-A40, and A41 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A46****Hatha Yoga, Beginning****1 Unit**

UC, CSU

*Prerequisite: None*

Description: This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A47****Hatha Yoga, Intermediate****1 Unit**

UC, CSU

*Prerequisite: None**Advisory: KIN-A46*

Description: This course offers intermediate Hatha yoga exercises to improve students physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A55****Slow Pitch Softball****1 Unit**

UC, CSU

*Prerequisite: None*

Description: Designed to give students the basic skills, rules and strategies for team play in the sport of slow pitch softball. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A64****Soccer****1 Unit**

UC, CSU

*Prerequisite: None*

Description: 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. KIN-A40, and A41 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A71****Woman's Sand Volleyball Intermediate/Advanced**

*Prerequisite: None*

*Advisory: KIN-A67 or proficient skills in sand volleyball.*

Course provides intermediate and advanced instruction and strategies in sand volleyball. Designed to develop advanced skills, knowledge of rules, team strategies and desire for future participation during leisure times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A75A****Walking for Fitness: Beginning****1 Unit**

UC, CSU

*Prerequisite: None*

Description: This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A and A75B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-A75B****Walking for Fitness: Intermediate****1 Unit**

UC, CSU

*Prerequisite: None*

*Advisory: KIN-A75A*

Description: This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A and A75B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-A77A****Jogging for Fitness, Beginning****1 Unit**

UC, CSU

*Prerequisite: None*

Description: 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 jogging. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A77B****Jogging for Fitness, Intermediate****1 Unit**

UC, CSU

*Prerequisite: None*

*Advisory: KIN-A77A*

Description: This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. 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 by using stretching and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A77C****Jogging for Fitness, Advanced****1 Unit**

UC, CSU

*Prerequisite: None*

*Advisory: KIN-A77B*

Description: This course is designed for students of advanced fitness levels who would like to enhance and improve their cardiovascular fitness, overall strength and flexibility with more advanced jogging strategies. Progressive jogging techniques will be utilized in establishing jogging programs designed to promote improvements in cardiovascular endurance and body composition. 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 by using advanced stretching, muscle strengthening and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81A****Physical Fitness, Beginning****1 Unit**

UC, CSU

*Prerequisite: None*

Description: 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 strength, muscular endurance, and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81B****Physical Fitness, Intermediate****1 Unit**

UC, CSU

*Prerequisite: None*

Description: Provides concepts for total fitness and develops personalized exercise programs for cardiovascular endurance, strength and flexibility.

**KIN-A83****Kickboxing Aerobics****1 unit***Prerequisite: None**Advisory: KIN-A67 or proficient skills in sand volleyball.*

Description: Basic fitness concepts as well as basic movement skills and exercises with the use of kickboxing in an aerobic format. Students will develop strength, flexibility, endurance, movement memory, balance, coordination and cardiovascular fitness.

**KIN-A90A****Weight Training - Beginning****1 unit**

UC, CSU

*Prerequisite: None*

Description: Weight training course designed to teach students the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, Pass/No pass option)

**KIN-A90B****Weight Training - Intermediate****1 unit***Prerequisite: KIN-A90A*

UC, CSU

Weight training course for students who have a basic background in weight lifting. Emphasis is placed on furthering strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-A90C****Weight Training - Advanced****1 Unit**

UC, CSU

*Prerequisite: KIN-A90B*

Description: Weight training course for students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**VARSITY SPORTS**

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. Students are limited to 350 hours of attendance in each fiscal year for each sport for which no more than 175 hours is dedicated to the sport and no more than 175 hours is for conditioning or skill development in the sport. The varsity sports are:

**KIN-V01****Cross Country, Varsity, Men****3 Units**

UC, CSU

*Prerequisite: None**Limitation on Enrollment: Retention based on successful tryout.*

Description: 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V10****Soccer, Varsity Men****3 Units**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout.*

Description: This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V12****Cross Country, Varsity, Women****3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V25****Soccer, Varsity, Women****3 Units**

UC, CSU

*Prerequisite: None**Limitation on enrollment (e.g. Performance tryout or audition):  
Retention based on successful tryout.*

Description: Prepares 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 three times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V71****Woman's Sand Volleyball****3 Units***Prerequisite: None**Limitation on Enrollment: Retention based on successful tryout.*

Description: This course prepares student athletes to practice and compete at the intercollegiate level in sand volleyball. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V78****Long Distance Running****1 Unit**

UC/CSU

*Prerequisite: None**Limitation on Enrollment: Retention based on successful tryout.*

Description: 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. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V94****In-Season Sport Conditioning****1 Unit**

UC/CSU

*Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition):  
Retention based on successful tryout.*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**KIN-V95****Out-Of-Season Sport Conditioning****1 Unit**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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## LIBRARY

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**LIB-1****Introduction to Information Literacy****1 Unit**

UC, CSU

*Prerequisite: None*

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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## MANAGEMENT

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**MAG-44****Principles of Management****3 Units**

CSU

*Prerequisite: None*

Description: 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. (Letter Grade, or Pass/No Pass option.)

**MAG-47****Applied Business, Management Ethics****3 Units****(Same as BUS-47)**

CSU

*Prerequisite: None*

Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-51****Elements of Supervision****3 Units***Prerequisite: None*

Description: Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)



**MAG-53****Human Relations****3 Units***Prerequisite: None*

Description: A practical application of basic psychology in building better employer-employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-54****Employee Labor Relations****3 Units**

Description: This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations, and ethics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-56****HRM: Human Resources Management****3 Units**

CSU

*Prerequisite: None*

Description: Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-200****Management Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

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## MANUFACTURING TECHNOLOGY

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**MAN-35****Computer Aided Manufacturing-Mastercam****5 Units***Prerequisite: None**Advisory: CIS-1A*

Description: A course in computer-aided manufacture of parts and assemblies using MasterCam software. Applications of Numerical Control (NC) programming in machine processes with a focus on turning centers and milling operations. This course includes beginning and advanced programming. 63 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAN-38****General Machine Shop****3 Units***Prerequisite: None*

Description: This introductory course instructs students in the basic setup and operating of the lathe, mill, saw, drill press and grinder. Safety, blueprint reading, measurement, shop math, tool grinding, and speed and feed calculations also included. 36 hours lecture and 54 hours laboratory.

**MAN-39****Machine Shop Theory****2 Units***Prerequisite: None*

Description: The basic cutting concepts of machine tools are described and applied emphasizing safe work practices and rules related to machine tool operations. Emphasis will be on the fundamentals of bench work and layout related to the National Institute for Metalworking Skills (NIMS) Standards. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAN-55****Occupational Safety and Health Administration (OSHA) Standards for General Industry****(Same as ELE-55)****1 Unit***Prerequisite: None*

Description: 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 course completion, the student will receive either an OSHA 10 or 18 hour general industry or construction industry training completion card. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAN-56****CNC Machine Set-Up and Operation****4 Units***Prerequisite: None*

Description: Fundamental skills related to the setup and operation of CNC (Computer Numerically Control) machine tools. Students will set up and operate CNC machine tools exposing them to CNC controllers and some CNC manual programming. Students will gain hands-on experience with CNC machine tools. 54 hours lecture and 54 hours laboratory.

**MAN-57****CNC Program Writing****3 Units***Prerequisite: None*

Description: 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. 36 hours lecture and 54 hours laboratory.

**MAN-60****Hydraulic and Pneumatic Systems****3 Units***Prerequisite: None**Advisory: DFT/ENE-60 or MAT-52*

Description: Basics of hydraulic and pneumatic systems including physical properties of liquids under pressure. Pumps, motors, accumulators, valves and drive cylinders are studied. The design and assembly of both high and low pressure fluid control systems from standard components is experienced. Applications of fluids in robotic and industrial equipment systems are presented. 40 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAN-61****Robotics for Manufacturing  
(Same as ELE-61)****3 Units**

CSU

*Prerequisite: None**Advisory: CIS-1A*

Description: Robotics for the Supply Chain and Manufacturing industries. This course presents the programming and control of robotic systems typically used in industry. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**MAN-63****LabVIEW Visual Programming for  
Automated Systems  
(Same as ELE-63)****3 Units**

CSU

*Prerequisite: None**Advisory: CIS-1A*

Description: 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  
(Same as ELE-64)****3 Units**

CSU

*Prerequisite: None**Advisory: ELE-10*

Description: 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.)

**MAN-68****Fundamentals of Maintenance  
(Same as ELC-68)****4 Units***Prerequisite: None*

Description: Foundational skills training for maintenance technicians. Introduction to the basic maintenance and repair methods used in the facility maintenance profession. Preventative maintenance methods and strategies are explored as students receive training in the use of electronic measuring devices, meters, and scopes. Topics include activities focused upon basic electrical skills, basic pneumatics and hydraulics, basic mechanical skills, basic plumbing, basic principles of refrigeration, refrigerants, refrigeration components, preventative and corrective maintenance. Completion of this basic course will prepare students for a job as a Facility Maintenance Technician. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAN-69****Fundamentals of Tooling and Test Equipment  
(Same as ELC-69)****2 Units***Prerequisite: None*

Description: An introduction to the tools and equipment used in the facility maintenance occupation, with an emphasis on the safe use, maintenance, and storage of a variety of tools and equipment. Introduces hand and power tools, test equipment, and wiring practices. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAN-72****Commercial and Industrial Electrical Wiring  
(Same as ELC/ ELE-72)****4 Units***Prerequisite: None*

Description: Wiring of commercial and industrial buildings including equipment grounding, service grounding, power distribution, conduit types, metal, plastic, flexible, bending and supporting, light distribution and blueprint reading. Hands-on lab experiences are selected to reinforce key theories. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**MAN-73****Electric Motors and Transformers  
(Same as ELC/ ELE-73)****4 Units***Prerequisite: None*

Description: 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.)

**MAN-74****Industrial Wiring and Controls  
(Same as ELC/ELE-74)****4 Units**

CSU

*Prerequisite: None*

Description: Industrial controls and electrical wiring of modern facilities, manufacturing, or warehousing. Included will be production equipment, conveyor systems, hydraulic and pneumatic controls, power distribution, blueprint reading, electrical control wiring, PLC (programmable logic controller) control wiring, VFD (variable frequency drives) wiring and programming. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)



**MAN-77****Electrical Theory****3 Units****(Same as ELC/ ELE-77)***Prerequisite: None*

Description: This course introduces students to electrical theory, Ohm's Law, magnetism, voltage inductance, capacitance, units of electric measurement, and proper usage of electrical test equipment (meters). Student will learn concepts of electrical energy, Kirchoff's law, Norton's and Thevenin's theorems, algebraic and trigonometric requirements to solve electrical problems for both (A/C) alternating current and (D/C) direct current circuits. Student will learn basic electrical safety procedures, including the proper usage and requirement of (PPE) personal protection equipment. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**MAN-200****Manufacturing Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

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## MARKETING

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**MKT-20****Principles of Marketing****3 Units**

CSU

*Prerequisite: None**Advisory: BUS-10*

Description: 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*

Description: 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*

Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MKT-42****Retail Management****3 Units**

CSU

*Prerequisite: None*

Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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## MATHEMATICS

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**MAT-1A****Calculus I****4 Units**

(C-ID:MATH 210)(C-ID: MATH 900S = MAT-1A + MAT-1B)

UC, CSU

*Prerequisite: MAT-10 or qualifying placement level*

Description: Functions, limits, continuity, differentiation, applications of the derivative and integration, the fundamental theorem of calculus and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade or Pass/No Pass option.)

**MAT-1B****Calculus II****4 Units**

(C-ID:MATH 220)(C-ID: MATH 900S = MAT-1A + MAT-1B)

UC, CSU

*Prerequisite: MAT-1A*

Description: Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**MAT-1C****Calculus III****4 Units**

(C-ID:MATH 230)

UC, CSU

*Prerequisite: MAT-1B*

Description: Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture.

**MAT-2****Differential Equations****4 Units**

(C-ID:MATH 240)

UC, CSU

*Prerequisite: MAT-1B*

Description: This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3****Linear Algebra****3 Units**

(C-ID:MATH 250)

UC, CSU

*Prerequisite: MAT-1B*

Description: This course examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformation and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-5****Calculus for Business and Life Science****4 Units**

(C-ID:MATH 140)

UC, CSU

*Prerequisite: MAT-35*

Description: A study of the techniques of calculus for majors in business, business administration, life and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, derivatives, integrals, exponential and logarithmic functions. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

**MAT-10****Precalculus****4 Units**

(C-ID:MATH 155)

UC, CSU

*Prerequisite: MAT-36 or qualifying placement level*

Description: Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates, sequences and series. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

**MAT-11****College Algebra****4 Units**

(C-ID: MATH-110) (C-ID:MATH 150)

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level*

Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

**MAT-12****Statistics****4 Units**

(C-ID: MATH 110) (C-ID: SOCI 125)

UC, CSU

*Prerequisite: MAT-35*

Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12H****Honors Statistics****4 Units**

(C-ID:MATH 110)(C-ID: SOCI 125)

UC, CSU

*Prerequisite: MAT-35*

Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade or Pass / No Pass option.)

**MAT-25****Mathematics for the Liberal Arts Student****3 Units**

UC, CSU

*Prerequisite: MAT-35*

Description: A college level survey course of selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education, or communication. Calculators or computers may be used for selected topics. 54 hours of lecture.

**MAT-32****Introduction to Symbolic Logic****3 Units**

(C-ID:PHIL 210)

UC, CSU

*Prerequisite: None**Limitation on enrollment: May not be taken if credit for Philosophy 32 has been granted*

Description: 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*

Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option.)

**MAT-36****Trigonometry****4 Units**

(C-ID:MATH 851)

CSU

*Prerequisite: MAT-35 and MAT-53*

Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the Law of Cosines and the Law of Sines; elements of geometry important to the foundation of trigonometry; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

**MAT-42****Algebra for Statistics and Liberal Arts****6 Units***Prerequisite: MAT-64 or MAT-65 or MAT-90F*

Description: An Algebra for Statistics and Liberal Arts course designed to enable students to develop conceptual understanding and problem solving competence as preparation for college level statistical reasoning and liberal arts level math. This course integrates numeracy; proportional, algebraic and statistical reasoning; functions and modeling and focuses on developing mathematical maturity through problem solving, critical thinking, data analysis, and the writing and communications of mathematics. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Emphasis is placed on modeling and problem solving, with techniques and manipulations covered in context. Throughout the course, Math success content will be integrated with mathematical topics. Credit earned does not count toward any degree, nor does it transfer. 108 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)

**MAT-52****Elementary Algebra****4 Units***Prerequisite: MAT-64, 65, 90F or qualifying placement level*

Description: 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*

Description: A course covering the study of plane geometry and three dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-64****Pre-Algebra****3 Units***Prerequisite: MAT-63 or MAT-90C*

Description: An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-65****Arithmetic and Pre-Algebra****5 Units***Prerequisite: None*

Description: A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MICROBIOLOGY**

**MIC-1 MICROBIOLOGY.**  
**COURSE HAS CHANGED. SEE BIO-55.**

## MUSIC

### MUS-3

#### Fundamentals of Music

**4 Units**

(C-ID:MUS 110 MUS 125)

UC, CSU

*Prerequisite: None*

*Advisory: Concurrent enrollment in an appropriate level piano class*

Description: Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Basic sight singing, dictation and music reading at the piano. 54 hours lecture and 54 hours laboratory. (TBA option)

### MUS-4

#### Music Theory I

**4 Units**

(C-ID:MUS 130 MUS 135)

UC, CSU

*Prerequisite: MUS-3 or the equivalent*

*Advisory: Concurrent enrollment in an appropriate level piano class*

Description: Through guided composition and analysis this course incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales, triads and seventh 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**

(C-ID:MUS 140 MUS 145)

UC, CSU

*Prerequisite: MUS-4 or the equivalent*

*Advisory: Concurrent enrollment in an appropriate level piano class*

Description: 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**

(C-ID:MUS 150 MUS 155)

UC, CSU

*Prerequisite: MUS-5 or the equivalent*

*Advisory: Concurrent enrollment in an appropriate level piano class*

Description: 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) 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:

MIS-10A Norco Choir I

MIS-10B Norco Choir II

MIS-11A Studio Arts Ensemble I

MIS-11B Studio Arts Ensemble II

MUS-33 Vocal Jazz Ensemble

MUS-41 Chamber Singers

### MUS-19

#### Music Appreciation

**3 Units**

(C-ID:MUS 100)

UC, CSU

*Prerequisite: None*

Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening. Students may not receive credit for both MUS-19 and MUS-19H. 54 hours lecture.

### MUS-19H

#### Honors Music Appreciation

**3 Units**

(C-ID:MUS 100)

UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Enrollment in the Honors program*

Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. This Honors course is organized to acquaint students with the roles of music and musicians in society and with representative musical selections. It 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 MUS-19 and MUS-19H. 54 hours lecture.

- MUS-23**  
**History of Rock and Roll** **3 Units**  
UC, CSU  
*Prerequisite: None*  
Description: A comprehensive study of rock and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture.
- MUS-25**  
**Jazz Appreciation** **3 Units**  
UC, CSU  
*Prerequisite: None*  
Description: 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-30**  
**Class Voice** **1 Unit**  
UC, CSU  
*Prerequisite: None*  
Description: Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory.
- MUS-31**  
**College Choir** **1 Unit**  
(C-ID:MUS 180)  
UC, CSU  
*Prerequisite: None*  
Description: A vocal ensemble of mixed voices dedicated to the study, rehearsal, and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory. MUS-32A, B, C, and D are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.
- MUS-32A**  
**Class Piano I** **1 Unit**  
UC, CSU  
*Prerequisite: None*  
Description: This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire and style study. 54 hours laboratory.
- MUS-32B**  
**Class Piano II** **1 Unit**  
UC, CSU  
*Prerequisite: MUS-32A or the equivalent*  
Description: Continuation of the skills studied in MUS 32A focusing on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory.
- MUS-32C**  
**Class Piano III** **1 Unit**  
UC, CSU  
*Prerequisite: MUS-32B or the equivalent*  
Description: Continuation of the skills studied in MUS 32B focusing on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading and performance of intermediate-level piano learning pieces. 54 hours laboratory.
- MUS-32D**  
**Class Piano IV** **1 Unit**  
UC, CSU  
*Prerequisite: MUS-32C or the equivalent*  
Description: Culmination of keyboard skills previously studied focusing on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory.
- MUS-33**  
**Vocal Jazz Ensemble** **2 Units**  
(C-ID:MUS 180)  
UC, CSU  
*Prerequisite: None*  
*Limitation on enrollment: Audition on or before the first class meeting*  
Description: This course is for the study, rehearsal, and public performance of vocal jazz literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)
- MUS-37**  
**Class Guitar** **1 Unit**  
UC, CSU  
*Prerequisite: None*  
Description: Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory.
- MUS-38**  
**Beginning Applied Music I** **2 Units**  
(C-ID:MUS 160)  
UC, CSU  
*Prerequisite: None*  
*Limitation on enrollment: Audition on or before the first class meeting*  
Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 6.75 hours a week in a combination of individualized practice, lessons and concert attendance. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory.



**MUS-39****Applied Music I**

(C-ID:MUS 160)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting**Corequisite: Enrollment in a two- or three-unit performance class.*

Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option)

**3 Units****MUS-41****Chamber Singers**

(C-ID:MUS 180)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: This course is for the study, rehearsal, and public performance of literature for vocal chamber ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**2 Units****MUS-52****Recital Performance**

CSU

*Corequisite: Concurrent enrollment in or prior completion of MUS-39 or MUS-P12**Limitation on enrollment: High competence in a performance medium*

Description: Preparation and presentation of a recital performance of 20-25 minutes. 27 hours laboratory. (TBA option)

**0.50 Units****MUS-53 Keyboard Proficiency****1 Unit***Prerequisite: MUS-32D or the equivalent.*

Description: Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory.

**MUS-65****Basic Musicianship**

UC, CSU

*Prerequisite: None*

Description: 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.

**2 Units****MUS-67****Community Chamber Ensemble**

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.*

Description: 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.

**1 Unit****MUS-70****Guitar Lab Ensemble**

(C-ID:MUS 180)

CSU

*Prerequisite: MUS-37**Limitation on enrollment: Audition on or before first class meeting*

Description: Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory.

**1 Unit****MUS-75****Advanced Vocal Ensembles**

(C-ID:MUS 180)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: 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.

**1 Unit****MUS-78****Beginning Applied Music II**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. Course may be taken a total of four times. 108 hours laboratory. (TBA option)

**2 Units**



**MUS-79****Applied Music II****3 Units**

(C-ID:MUS 160)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting.**Corequisite: Enrollment in a two-unit performance class.*

Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 162 hours laboratory.

**MUS-81****Consort Singers****2 Units**

UC, CSU

*Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition):**Audition on or before the first class meeting.*

Study, rehearsal, and public performance of literature written for vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-87****Applied Music Training****1 Unit**

(C-ID:MUS 160)

UC, CSU

*Prerequisite: None*

Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course 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*

Description: A comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, and computer-assisted instruction. Students may not receive credit for both MUS-89 and MUS-89H. 54 hours lecture.

**MUS-89H****Honors Music of Multicultural America****3 Units**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the RCCD Honors Program*

Description: An honors course that offers a comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, and computer-assisted instruction. Students may not receive credit for both MUS-89 and MUS-89H. 54 hours lecture.

**MUS-92****Basic Piano****0.50 Units**

UC, CSU

*Prerequisite: None*

Description: Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory.

**MUS-93****The Business of Music****3 Units**

CSU

*Prerequisite: None*

Description: An overview of the business side of performing, recording, and publishing music. 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-96A****Class Guitar I****1 Unit***Prerequisite: None*

Description: This beginning course focuses on developing basic guitar playing skills, including reading from music notation, reading chord symbols, and playing open chords, barre chords, scales, and simple melodies. Basic transposition is also covered. 54 hours laboratory.

**MUS-200****Music Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Student should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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## MUSIC INDUSTRY STUDIES

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**MIS-1A****Beginning Performance Techniques****For Studio Recording****2 Units**

CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: Introduction to practical performance techniques for the recording studio. Students will have the opportunity to participate in the planning process of a recording session utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for vocalists and instrumentalists. 108 laboratory hours.

**MIS-1B****Intermediate Performance Techniques****For Studio Recording****2 Units**

CSU

*Prerequisite: MIS-1A*

Description: Continuation of the skills studied in MIS-1A focusing on song collaboration, organization of vocals and instruments needed to record. Students will have the opportunity to participate in the planning process of a recording session utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for intermediate vocalists and instrumentalists. 108 hours laboratory.

**MIS-1C****Advanced Performance Techniques****For Studio Recording****2 Units**

CSU

*Prerequisite: MIS-1B*

Description: Advanced performance techniques for the recording studio. A continuation of the skills studied in MIS-1B the focus of this course is communication, song collaboration, studio session mapping. Students will have the opportunity to lead a collaborative group, duet or solo project toward successful completion/recording utilizing techniques such as song formation, microphone technique, mixing and production. The class will culminate in a CD recording. This class is appropriate for advanced vocalists and instrumentalists. 108 hours laboratory.

**MIS-2****Songwriting****2 Units**

CSU

*Prerequisite: MUS-3*

Description: Introduction to popular songwriting techniques. Topics covered include chord structure, form, rhythm, melody, harmony, lyrics, chord progressions, preparing lead sheets and arranging. This course is ideal for vocalists and instrumentalists. 18 hours lecture and 54 hours laboratory.

**MIS-3****Digital Audio Production 1****4 Units**

CSU

*Prerequisite: None*

Description: This course introduces the techniques and elements of electronic music production. Topics include synthesis, sampling, MIDI sequencing and audio production. Students will create original compositions using electronic music techniques. Students taking this course will complete the official AVID coursework for Pro Tools 101 and 110 and will have the opportunity to obtain AVID Pro Tools User Certification. 54 hours lecture and 54 hours laboratory.

**MIS-4****Digital Audio Production 2****4 Units**

CSU

*Prerequisite: MIS-3*

Description: This intermediate course continues exploration and application of the elements and techniques of electronic music production. Topics include synthesis, sampling, MIDI sequencing and advanced audio production. Students will create original compositions using electronic music techniques. Students taking this course will complete the official AVID coursework for Pro Tools 201 and 210 and will have the opportunity to obtain AVID Pro Tools Operator Certification. 54 hours lecture and 54 hours laboratory.

**MIS-7****Introduction To Music Technology****3 Units**

CSU

*Prerequisite: None*

Description: This introductory course examines the terminology, equipment, techniques, and concepts related to music technology. The course will survey the principles and practices of audio, MIDI synthesis, notation, and audio recording utilizing hardware and software platforms. 36 hours lecture and 54 hours laboratory.

**MIS-10A****Norco Choir I****2 Units**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: A mixed-voice ensemble dedicated to the performance of traditional choral music, popular vocal ensemble music, spirituals, choral jazz and other 20th century vocal works. Performances may include but are not limited to concerts on campus, in the community, studio recordings, TV tapings, movie appearances, celebrity concerts and national/international concert 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 two times. 108 hours laboratory. (TBA option)

**MIS-10B****Norco Choir II****2 Units**

UC, CSU

*Prerequisite: MIS-10A*

Description: A continuation of the skill development needed for the performance of traditional choral music, popular vocal ensemble music, spirituals, choral jazz and other 20th century vocal works. Performances may include but are not limited to concerts on campus, in the community, studio recordings, TV tapings, movie appearances, celebrity concerts and national/international concert 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 two times. 108 hours laboratory. (TBA option)

**MIS-11A****Studio Arts Ensemble I****2 Units**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting*

Description: An ensemble designed for instrumentalists and vocalists interested in the popular music and entertainment industries. This ensemble is open to: singers, guitarists, drummers, bassists, horn players, string players and keyboardists who work collaboratively to study, perform and/or record selected popular musical arrangements. The music studied in this class will be chosen from a diverse body of popular music literature. Subsequent enrollment will provide students an opportunity for additional skill development and competency in the subject area. May be taken a total of two times. 108 hours laboratory. (TBA option)

**MIS-11B****Studio Arts Ensemble II****2 Units**

UC, CSU

*Prerequisite: MIS-11A*

Description: A continuation of the skill development of instrumentalists and vocalists interested in the popular music and entertainment industries. This ensemble is open to: singers, guitarists, drummers, bassists, horn players, string players and keyboardists who work collaboratively to study, perform and/or record selected popular musical arrangements. The music studied in this class will be chosen from a diverse body of popular music literature. Subsequent enrollment will provide students an opportunity for additional skill development and competency in the subject area. May be taken a total of two times. 108 hours laboratory. (TBA option)

**MIS-12****Live Sound Reinforcement****3 Units**

CSU

*Prerequisite: None*

Description: This course is an overview of live concert sound reinforcement. This course focuses on the fundamentals of equipment set up and configuration, mixing surfaces, amplifiers, speakers, signal path, signal processing, microphones, monitoring and mixing techniques and acoustics. This course offers opportunities for hands-on experience in troubleshooting, sound checking and mixing live sound. 36 hours lecture and 54 hours laboratory.

**MIS-13****Recording Studio Workshop I****3 Units**

CSU

*Prerequisite: MIS-3 and MIS-12*

Description: This applied workshop course is a survey of the fundamental principles and practices of audio recording. Topics include sound and hearing, acoustics, the components of various recording systems and signal flow. It provides practical experience with audio hardware, software and recording techniques. Students will engage in digital audio workstation set up (DAWs) and operation, and will run studio and live sessions from set up to tear down. 36 hours lecture and 54 hours laboratory.

**MIS-200****Music Industry Studies Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

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## PHILOSOPHY

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**PHI-10****Introduction to Philosophy****3 Units**

(C-ID:PHIL 100)

UC, CSU

*Prerequisite: None**Advisory: ENG-50 or ENG-80*

Description: 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**

(C-ID:PHIL 100)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program*

Description: 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. This 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**Advisory: REA-82*

Description: 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, and informal fallacies. 54 hours lecture.

**PHI-12****Introduction to Ethics: Contemporary Moral Issues****3 Units**

(C-ID:PHIL 120)

UC, CSU

*Prerequisite: None*

Description: 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*

Description: An introduction to some of the ethical questions which affect medical research and the health care industry. The topics covered will include: the foundations 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-19****Native American Thought****3 Units**

CSU

*Prerequisite: None*

Description: Philosophical and religious beliefs and practices of Native Americans. Explores Native American history and thoughts regarding man and nature. Emphasis placed on Native American thought and its relevance to contemporary problems and conflicts between American society and government and American Indian culture. 54 hours lecture.

**PHI-22****Philosophy of Science****3 Units**

UC, CSU

*Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: 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)**

(C-ID:PHIL 210)

UC, CSU

*Prerequisite: None**Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*

Description: Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

**PHI-33****Introduction to Social and Political Philosophy****3 Units**

UC, CSU

*Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: 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, communism, 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 PHI-10H or PHI-11 and REA-83 and qualification for ENG-1A*

Description: 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*

Description: 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.

## PHYSICAL EDUCATION

(See KINESIOLOGY)

## PHYSICAL SCIENCE

### PHS-1

#### Introduction to Physical Science

3 Units

UC, CSU

*Prerequisite: None*

Description: Fundamental concepts of earth, space, and environmental science (astronomy, geology, meteorology, and oceanography) 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

(C-ID:PHYS 105)(C-ID: PHYS 100S = PHY-2A + PHY-2B)

UC, CSU

*Prerequisite: None*

*Corequisite: MAT-1A*

Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: properties of matter; study of kinematics and mechanics, including Newton's laws, energy, momentum, and rotational motion; fluid mechanics; gravitation; study of oscillatory motion; study of wave motion, including sound waves. 54 hours lecture and 54 hours laboratory.

### PHY-2B

#### General Physics II

4 Units

(C-ID: PHYS 100S = PHY-2A + PHY-2B)

UC, CSU

*Prerequisite: PHY-2A*

Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss Law, current, Ohm's Law, capacitance and inductance, Faradays Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

### PHY-4A

#### Mechanics

4 Units

(C-ID:PHYS 205)

UC, CSU

*Prerequisite: None*

*Corequisite: MAT-1A*

Description: Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory.

### PHY-4B

#### Electricity and Magnetism

4 Units

(C-ID:PHYS 210)

UC, CSU

*Prerequisite: PHY-4A*

*Corequisite: MAT-1B*

Description: Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory.

### PHY-4C

#### Heat, Light and Waves

4 Units

UC, CSU

*Prerequisite: PHY-4A*

*Corequisite: MAT-1B*

Description: Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction. 54 hours lecture and 54 hours laboratory.

### PHY-10

#### Introduction to General Physics

3 Units

UC, CSU

*Prerequisite: MAT-52*

Description: A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture.



**PHY-11****Physics Laboratory****1 Unit**

UC, CSU

*Prerequisite: None**Corequisite: PHY-10*

Description: 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)

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## POLITICAL SCIENCE

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**POL-1****American Politics****3 Units**

(C-ID:POLS 110)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-1H****Honors American Politics****3 Units**

(C-ID:POLS 110)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-2****Comparative Politics****3 Units**

(C-ID:POLS 130)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the students understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

**POL-4****Introduction to World Politics****3 Units**

(C-ID:POLS 140)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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**

(C-ID:POLS 140)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program*

Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and-led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-5****The Law and Politics****3 Units**

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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 A****3 Units**

CSU

*Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: 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**

(C-ID:POLS 120)

UC, CSU

*Prerequisite: None**Advisory: REA-83 and qualification for ENG-1A*

Description: 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.

**3 Units****POL-13****Introduction American Foreign Policy**

UC, CSU

*Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since W.W.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, and global economic and political interdependence. 54 hours lecture.

**3 Units****POL-14****Internship in Political Science**

CSU

*Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: 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.

**3 Units**


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## PSYCHOLOGY

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**PSY-1****General Psychology**

(C-ID:PSY 110)

UC, CSU

*Prerequisite: None*

Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture. Students may not receive credit for both PSY-1 and PSY-1H.

**3 Units****PSY-1H****Honors General Psychology**

(C-ID:PSY 110)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program*

Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.

**3 Units****PSY-2****Biological Psychology**

(C-ID:PSY 150)

UC, CSU

*Prerequisite: PSY-1 or PSY-1H*

Description: The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture.

**3 Units****PSY-8****Introduction to Social Psychology**

(C-ID:PSY 170)

UC, CSU

*Prerequisite: None*

Description: An introduction to the study of 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.

**3 Units****PSY-9****Developmental Psychology**

(C-ID:PSY-180)

UC, CSU

*Prerequisite: None*

Description: This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

**3 Units****PSY-33****Theories of Personality**

UC, CSU

*Prerequisite: None*

Description: This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture.

**3 Units**

**PSY-35****Abnormal Psychology****3 Units**

(C-ID:PSY 120)

UC, CSU

*Prerequisite: None*

Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

**PSY-48****Statistics for the Behavioral Sciences  
(Same as SOC-48)****3 Units**

(C-ID: MATH 110) (C-ID: SOCI 125)

UC, CSU

*Prerequisite: MAT-35*

Description: This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

**PSY-50****Research Methods in Psychology****4 Units**

(C-ID:PSY 205B)

UC, CSU

*Prerequisite: PSY-1, and MAT-12 or MAT-12H*

Description: This course introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

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## READING

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**REA-2****Flexible Reading****2 Units**

CSU

*Prerequisite: None*

Description: Intended for readers who are interested in enhancing reading flexibility and effectiveness in comprehension, vocabulary, and study skills. Students practice using a variety of comprehension strategies, including computer assisted instruction. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**REA-3****Reading for Academic Success****3 Units**

CSU

*Prerequisite: None**Advisory: Qualification for ENG-1A*

Description: 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**Advisory: Qualification for ENG-1A*

Description: 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****Foundations for College Reading****3.5 Units***Prerequisite: None*

Description: Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed work in which a wide range of material will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-82****College Reading and Strategies****3.5 Units***Prerequisite: REA-81 or qualifying placement level*

Description: 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 Reading 81, along with individually prescribed practice work, in which a wide range of materials will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-83****College Reading and Thinking****3 Units***Prerequisite: REA-82 or ESL-73 or qualifying placement level*

Description: 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*

Description: This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

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## REAL ESTATE

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**RLE-80****Real Estate Principles****3 Units**

CSU

*Prerequisite: None*

Description: The real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker license examination. 54 hours lecture.

**RLE-81****Real Estate Practices****3 Units**

CSU

*Prerequisite: None*

Description: 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*

Description: 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*

Description: 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-85****Real Estate Economics****3 Units**

CSU

*Prerequisite: None*

Description: 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-200****Real Estate Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass.)

**SOCIOLOGY****SOC-1****Introduction to Sociology****3 Units**

(C-ID:SOCI 110)

UC, CSU

*Prerequisite: None**Advisory: ENG-50*

Description: An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture

**SOC-1H****Honors Introduction to Sociology****3 Units**

(C-ID:SOCI 110)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the RCCD Honors Program*

Description: An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture.

**SOC-2****American Social Problems****3 Units**

(C-ID:SOCI 115)

UC, CSU

*Prerequisite: None*

Description: Identification and analysis of major social problems confronting contemporary 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****3 Units**

UC, CSU

*Prerequisite: None*

Description: 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 for 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**

(C-ID:SOCI 150)

UC, CSU

*Prerequisite: None*

Description: 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, African-Americans, Hispanic-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 U.S. and other societies are closely examined. 54 hours lecture

**SOC-12****Marriage and Family Relations****3 Units**

(C-ID:SOCI 130)

UC, CSU

*Prerequisite: None**Advisory: SOC-1 and ENG-50*

Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

**SOC-15****Women in American Society****3 Units**

UC, CSU

*Prerequisite: None*

Description: An introduction to the sociology of women, emphasizing the social implications of the women's movement, including the historical, political, and economic roots of women's subordination and liberation in the United States. The course includes analysis of women's roles in American society, including, but not limited to, the family, the workplace, politics, education, religion, and the law. 54 hours lecture.

**SOC-20****Introduction to Criminology****3 Units**

(C-ID:SOCI 160)

UC, CSU

*Prerequisite: None*

Description: An introduction to the fundamentals of Criminology; including surveys of the theories of crime, statistical procedures and research methodology, types of crime, 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-48****Statistics for the Behavioral Sciences****3 Units****(Same as PSY-48)**

(C-ID: MATH 110) (C-ID SOCI 125)

UC, CSU

*Prerequisite: MAT-35*

Description: This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

**SOC-50****Introduction to Social Research Methods****3 Units**

(C-ID: SOCI 120)

UC, CSU

*Prerequisite: SOC-1 or SOC-1H*

Description: Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture.

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**SPANISH**

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**SPA-1****Spanish 1****5 Units**

(C-ID:SPAN 100)

UC, CSU

*Prerequisite: None**Advisory: Completion of placement test to assess level of proficiency in Spanish.*

Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)



**SPA-2****Spanish 2****5 Units**

(C-ID:SPAN 110)

UC, CSU

*Prerequisite: SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent*

Description: 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. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3****Spanish 3****5 Units**

(C-ID:SPAN 200)

UC, CSU

*Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test or the equivalent*

Description: 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***Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test, the equivalent or*

Description: 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**

(C-ID:SPAN 210)

UC, CSU

*Prerequisite: SPA-3 or SPA-3N, qualifying placement level on the Spanish assessment test or the equivalent*

Description: 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 SPA-2H or SPA-3 or SPA-3N or SPA-4*

Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-11****Spanish Culture and Civilization****3 Units**

UC, CSU

*Prerequisite: None*

Description: Introductory survey of Spanish 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.)

**SPA-12****Latin American Culture and Civilization****3 Units**

UC, CSU

*Prerequisite: None*

Description: Introductory survey of Latin American 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.)

**SUPPLY CHAIN TECHNOLOGY****SCT-1****Introduction to Automated Warehousing****3 Units***Prerequisite: None*

Description: An industrial technology overview course covering the basic knowledge and skills needed for supply chain technicians to successfully work in an automated distribution center. Introduction to the troubleshooting and maintenance of complex electro-mechanical systems is a major focus of this class. 36 hours lecture and 54 hours laboratory.

**SCT-200****Supply Chain Technology Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.*

Description: This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## THEATER ARTS

### THE-2

#### Play Practicum- Special Projects Laboratory I 1 Unit

*Advisory: Acting and production skills desirable based on a successful audition.*

Description: 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

(C-ID:THTR 111)

UC, CSU

*Prerequisite: None*

Description: 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 theater as a separate and distinctive art form. 54 hours lecture.

### THE-5

#### Theater Practicum 3 Units

(C-ID:THTR 191)

UC, CSU

*Prerequisite: None*

*Advisory: Acting and production skills desirable based on a successful audition*

Description: 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. (TBA Option)

### THE-29

#### Musical Theater Appreciation 3 Units

UC, CSU

*Prerequisite: None*

Description: 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-32

#### Acting Fundamentals - Theater Games and Exercises 3 Units

(C-ID: THTR 151)

UC, CSU

*Prerequisite: None*

Description: 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. (TBA Option)

### THE-33

#### Scene Acting-Creating a Role 3 Units

(C-ID:THTR 152)

UC, CSU

*Prerequisite: THE-32*

Description: 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 actors 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*

Description: 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 actors artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory. (TBA Option)

### THE-35

#### Classical Acting with Emphasis in

#### Shakespearean Verse 3 Units

UC, CSU

*Prerequisite: THE-32*

Description: Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actors physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. 36 hours lecture and 54 hours laboratory.

### THE-39

#### Acting for the Camera 3 Units

UC, CSU

*Prerequisite: None*

*Advisory: THE-32*

Description: Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. 45 hours lecture and 27 hours laboratory.

### THE-41

#### Elementary Stagecraft 3 Units

(C-ID:THTR 171)

UC, CSU

*Prerequisite: None*

*Advisory: THE-2 and THE-4 and THE-5 and THE-6*

Description: 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. (TBA Option)



**THE-44****Theatrical Set Design****3 Units**

(C-ID:THTR 172)

UC, CSU

*Prerequisite: None**Advisory: THE-5 or THE-6 or THE-41*

Description: The study of the principles, 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. (TBA Option)

**THE-46****Theatrical Costume Design****3 Units**

(C-ID:THTR 174)

UC, CSU

*Prerequisite: None**Advisory: ART-17 or ART-40*

Description: 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**

(C-ID:THTR 173)

UC, CSU

*Prerequisite: None**Advisory: THE-5 or THE-6 or ART-23*

Description: 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.

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## WELDING

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**WEL-34****Metal Joining Process****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. 27 hours lecture and 27 hours laboratory.

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## WORK EXPERIENCE

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**WKX-200****Work Experience****1-4 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment*

Description: This course is designed to coordinate the students 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit.

**WKX-201****General Work Experience****1-3 Units**

CSU

*Prerequisite: None**Advisory: Students should have paid or voluntary employment.**Students should have paid or voluntary employment*

Description: This course is designed to coordinate the students 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 or 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.

## APPRENTICESHIP CREDIT COURSES

### ELE-400

#### **Introduction to the Electrical Trades and Construction Safety 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Focusing on electrical trades, students will examine safety issues surrounding construction job-sites and installation of electrical systems. Includes OSHA 10 Construction certification training, identification of job-site hazards, safe work practices and personal protective equipment for various construction site hazards. Care for breathing and cardiac emergencies along with basic first aid and automatic external defibrillator (AED) training for use on both adults and children. Substance abuse will be addressed. Basic math operations will be reviewed and reinforced. 45 hours lecture and 54 hours laboratory.

### ELE-401

#### **Introduction to Electrical Theory, Basic Math Concepts, and the National Electric Code 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Provides an introduction to algebraic and trigonometric concepts and application of their principles to solve basic electrical equations and layout conduit bends. Teaches the student to apply basic electrical theory to predict circuit behavior. Basic conduit bending techniques will be developed. The National Electrical Code will be introduced. 45 hours lecture and 54 hours laboratory.

### ELE-402

#### **Advanced DC Circuit Concepts, Introduction to 3-Phase AC Circuits, Test Equipment, and National Electric Code Applications 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Electrician circuit analysis techniques, series, parallel, and combination DC circuits, test equipment, National Electric Code (NEC), and elementary 3-Phase AC circuits will be introduced. 45 hours lecture and 54 hours laboratory.

### ELE-403

#### **AC Circuit Concepts, Applied Electronics, and National Electric Code Applications 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Electrician AC theory including an exploration of inductance and capacitance and the effect of their combined reactants on AC circuits along with the application of electronic concepts and components. 45 hours lecture and 54 hours laboratory.

### ELE-404

#### **Digital Logic Circuits, Conductor Characteristics, Applications, and National Electric Code (NEC) 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Digital logic concepts and their real-world application. Electrician identification, selection, and installation of electrical conductors in accordance with National Electrical Code (NEC). 45 hours lecture and 54 hours laboratory.

### ELE-405

#### **Electrician Blueprint Reading with Code Applications for National Electric Code (NEC) 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Electrician studies of blueprints and specifications. Application of the National Electric Code will cover current protection, panel-boards, and lighting systems. 45 hours lecture and 54 hours laboratory.

### ELE-406

#### **Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation, and National Electric Code 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Advanced concepts for blueprints and specifications. Study of motor design and application and National Electric Code concepts. 45 hours lecture and 54 hours laboratory.

### ELE-407

#### **Motor Control Principles, Generators and Power Supplies, with National Electric Code (NEC) 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Techniques for controlling AC and DC motors; students examine conventional and cutting-edge technologies for power generation. 45 hours lecture and 54 hours laboratory.

### ELE-408

#### **Transformer Theory, Leadership, Management, and Test Equipment 3.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Explores electrician theory and field application of transformers, test equipment, including management and leadership principles for supervisors, along with special equipment for security systems for the grid. 45 hours lecture and 54 hours laboratory.

**ELE-409****Electrician Specialty Systems****3.5 units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Examines specialty electrical systems commonly found in building construction. Includes fire alarm systems, closed-circuit television (CCTV) systems, telephone systems, cable television (CATV & MATV) systems, local area networks (LANs), fiber optic data systems, heating and air conditioning control systems, and lightning protection systems. 45 hours lecture and 54 hours laboratory.

**ELE-420****Introduction to Sound/Communication****Trade Industry****3.5 units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

An introduction to the sound and communication industry. Students will examine the fundamentals of wiring methods, fastening devices, electrical conductors, circuits, voltage and data communication. Basic math operations will be reviewed and reinforced. Care for breathing and cardiac emergencies along with basic first aid for use on both adults and children. Substance abuse will be addressed. 45 hours lecture and 54 hours laboratory.

**ELE-421****Electrical Theory and Practices DC****3.5 units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Study of floor and plot plans, basic blueprint reading and circuit drawing, theory of magnetism, DC and AC generators, motors and transformers, on-the-job safety, first aid, electrical code, telephony and data communications. 45 hours lecture and 54 hours laboratory.

**ELE-422****Electrical Theory and Practices AC****3.5 units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Study of apprenticeship, electrical inductance, capacitance and reactance, including grounded conductors, branch circuits, transformer principles, RCL circuits and filters. 45 hours lecture and 54 hours laboratory.

**ELE-423****Semiconductor Electronics****3.5 units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Study of solid-state electronic theory and components, diodes, transistors, SCR, triacs, diacs, IC amplifiers and op amps. 45 hours lecture and 54 hours laboratory.

**ELE-424****Introduction to Digital Electronics and Signaling Devices****3.5 Units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Introduction to digital electronic technology and electronic equipment. Instruction includes basic digital systems, binary and decimal numbering systems, decision-making logic circuits, Boolean Algebra, flip-flops, counters, shift registers, encoders, decoders, ROMs, DC to AC converters and organization of these component blocks to accomplish manipulation of data. 45 hours lecture and 54 hours laboratory.

**ELE-425****Management/Alarms/Codes/Circuits****3.5 units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

Introduction to management, installation of security and fire alarm systems, the National Electrical Code as it relates to alarm installation and circuits as applied to alarm systems. 45 hours lecture and 54 hours laboratory.

**ELE-499****Electrician Apprenticeship Work Experience****1-4 units***Prerequisite: None.**Limitation on Enrollment: Student must be a registered State indentured apprentice.*

This course provides students the opportunity to work in the electricians apprenticeship program for the purpose of developing specific skills to meet the goals and objectives of the electricians Joint Apprenticeship and Training Committee (J.A.T.C.). Students complete work experience hours at approved training sites. Students may take up to 16 units total across all work experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. Only one work experience course may be taken per semester. 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) 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.

## WRITING CLINIC

### ENG-885

#### Writing Clinic

**0 Units**

*Transfer: Prerequisite: None*

Description: 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. (Non-credit course.)(TBA option)

## ENGLISH AS A SECOND LANGUAGE

### ESL-801

#### ESL Support for Career and Technical Programs

**0 Units**

*Transfer: Prerequisite: None*

*Advisory: ESL-53*

Description: 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.)

## READING CLINIC

### REA-887

#### Reading Clinic

**0 Units**

*Transfer: Prerequisite: None*

Description: This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Non-credit course.)



Section VII

# FACULTY

FACULTY





## RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY LECTURE

### Ann Pfeifle

Professor  
History

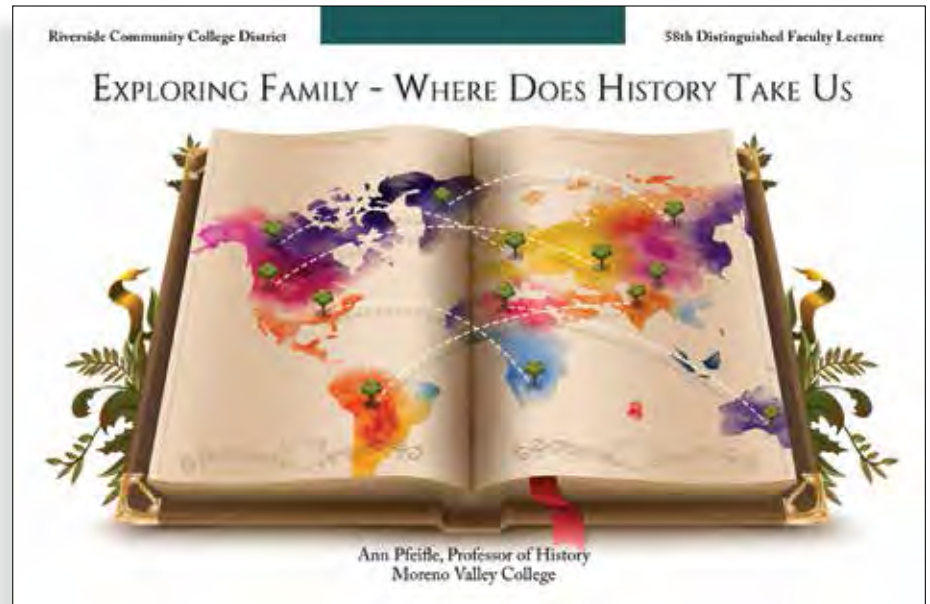
Moreno Valley College History Professor Ann Pfeifle delivered the 58th Riverside Community College District Faculty Lecture. The Faculty Lecture series began in 1961, and each year Academic Senate members select the Distinguished Faculty Lecturer to present a spring lecture on a subject of their liking. Being selected as a lecturer is the highest honor faculty bestow on a colleague.

Pfeifle's lecture, *Exploring Family – Where Does History Take Us*, explored family history which has undergone a revolution of sorts over the last decade. Americans spend billions of dollars a year on direct-to-consumer genetic tests and thousands of hours online building internet family trees. Building on this trend, Pfeifle explored the potential benefits and the disputes associated with this renewed interest in genealogy and the production of family history by presenting her own experience with the company 23andMe and the impact of discovering her genes as a child of a closed adoption.

She also answered such questions as how do we define ourselves and present our family history? What makes us who we are – our culture, our genes, our shared stories? How might our views of our community, nation and world change if we focus on the fact that we are 99.99 percent the same?

Pfeifle, who earned the rank of full professor in April of 2017, holds a master's degree in History from UC Riverside as well as undergraduate degrees from the University of Minnesota and Moorhead State. She joined the Riverside Community College District faculty in 2001 and was assigned classes at Moreno Valley College, Riverside City College and the California Rehabilitation Center in Norco as part of the District's Open Campus program. In addition, she worked with local historical organizations to promote connections between the colleges and the community, specifically the military community.

She is a four-time winner of the Outstanding Club Advisor award, and has advised Pride Alliance, Muslim Student Association, Young Americans for Liberty, and Students for Responsible Citizenry. She has also been honored as the Faculty of the Year (Humanities and Social Sciences) three times and has participated in the Puente Program and the Faculty Internship Program, serving as a mentor for students.





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

- ADAMS, LAURA** Assistant Professor,  
Psychology  
B.A., University of North Carolina; M.A., Ph.D., University of Arkansas.  
At Riverside Community College District since 2014.
- ADAMS, MARIA** Assistant Professor,  
Early Childhood Education  
B.A., Psychology, CSU, Dominguez Hills; M.A., Counseling  
Psychology/Marriage & Family Therapy, Argosy University. At RCCD  
since 2016.
- 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.
- 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.
- BADER, MELISSA** Associate Professor,  
English  
B.A., University of Washington, M.A., California State Polytechnic  
University, Pomona. At Riverside Community College District since 2004.
- BECK, REX** Professor,  
Business Administration  
B.S., United States Military Academy at West Point; M.B.A., California  
State University, San Bernardino. At Riverside Community College  
District since 2002.
- BELL, KIMBERLY** Assistant Professor,  
DRC Counseling  
B.A., California State University, Long Beach; M.S., California State  
University, Los Angeles. At Riverside Community College District  
since 2014.
- BEMILLER, QUINTON** Associate Professor,  
Art  
A.A., Pasadena City College; B.F.A. (High Honors), Lesley University;  
M.F.A., Claremont Graduate University. At Riverside Community  
College District since 2013.
- BOELMAN, PETER** Associate Professor,  
Economics  
B.A., Connecticut College, New London; M.A., University of  
Massachusetts at Amherst. At Riverside Community College District  
since 1994.
- MICHAEL BOBO** Assistant Professor,  
Humanities  
B.A., History/Political Science, Vanguard University; M.A., Humanities,  
CSU Dominguez Hills. At RCCD since 2017.
- BROCKENBROUGH, CELIA** Professor,  
Library Services  
B.A., Howard University, Washington, DC; 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.
- BUCHANAN, COURTNEY** Assistant Professor  
Anthropology  
M.A., Ph.D., University of Glasgow. At Riverside Community College  
District since 2016.
- BURNETT, SARAH** Professor,  
Early Childhood Education  
B.S., Econ, The University of Wales, Swansea; M.S., The Johns Hopkins  
University; Ph.D., Claremont Graduate University. At Riverside  
Community College District since 2005.
- CAMPO, PEGGY** Associate Professor,  
Anatomy and Physiology  
B.S., Universidad Catolica de Cordoba; M.S., University of California,  
Riverside; M.A., Harvard University. At Riverside Community College  
District since 2008.
- CAPPS, NICOLE** Associate Professor,  
English  
B.A., M.A., California State Polytechnic, Pomona. At Riverside  
Community College District since 2009.
- CHUNG, ELISA** Associate Professor,  
Mathematics  
A.A., Fullerton; B.S., M.A., California State University, Fullerton. At  
Riverside Community College District since 1991.
- COMSTOCK, TAMI** Associate Professor,  
English  
B.A., Western State College; M.A., University of Northern Colorado.  
At Riverside Community College District since 2009.
- COVARRUBIAS, ARACELI** Assistant Professor, Spanish  
A.A., Rancho Santiago Community College; B.A., M.A., California  
State University, Long Beach. At Riverside Community College  
District since 2015.
- COVERDALE, JOHN** Professor,  
Computer Information Systems  
B.A., Occidental College; B.S., M.S., Azusa Pacific University. At  
Riverside Community College District since 1997.
- 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.
- DOBSON, JESSICA** Assistant Professor, English  
B.A., University of California, Berkeley; M.A., California State  
University, Long Beach. At Riverside Community College District  
since 2016.
- DOMINGUEZ, LADYLYN** Associate Professor, Counseling  
M.S., National University. At Riverside Community College District  
since 2013.

- ELIZALDE, ANDRES** Associate Professor,  
English  
B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.
- FINLEY, JAMES** Associate Professor,  
Multimedia  
B.A., California State University, San Bernardino. At Riverside Community College District since 2012.
- FRANCO, NICHOLAS** Associate Professor,  
Counseling  
A.A., Fullerton College; B.A., California State University, Fullerton; M.S., University of La Verne. At Riverside Community College District since 2009.
- 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** Professor,  
Biology  
B.S., Hope College; M.S., Ph.D., University of Michigan. At Riverside Community College District since 2006.
- GRAHAM, GLEN** Instructor,  
Electronics  
B.S., California State University, San Bernardino. At Riverside Community College District since 2016.
- GRAY, ALEXIS** 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.
- GUTIERREZ, MONICA** Associate Professor,  
Biology  
B.S., University of California, Irvine; Ph.D., University of California, Los Angeles. At Riverside Community College District since 2004.
- HARRIS, VIVIAN** Associate Professor,  
Library  
B.A., California State University, Long Beach; M.L.I.S., San Jose State University; M.A., California State University, San Bernardino. At Riverside Community College District since 2011.
- HITCHCOCK, DOMINIQUE** Professor,  
Spanish/French  
A.A., B.A., M.A., Ph.D., (Highest Honors) Université de Paris Sorbonne, Paris IV. At Riverside Community College District since 1996.
- ILISCUPIDEZ, MARISA** Associate Professor,  
Counseling  
A.A., Mount San Antonio College; B.A., California State University, San Bernardino; M.A., University of San Diego. At Riverside Community College District since 2011.
- JOHNSON, BRIAN D.** Associate Professor,  
Mathematics  
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.
- JURADO, MARIA** Assistant Professor,  
Counseling  
B.A., M.S., California State University, Los Angeles; Ed.D., University of Southern California. At Riverside Community College District since 2016.
- JUSTICE, STARLENE** Assistant Professor,  
Geography  
M.A., Social Sciences; CSU, San Bernardino; B.S. Geography; CSU, San Bernardino. At RCCD since 2012.
- KAMERIN, KIM** Associate Professor,  
Music  
B.A., University of Nevada, Las Vegas; M.A., University of Nevada, Reno. At Riverside Community College District since 2013.
- KERR, BRADY** Instructor,  
Music Industry Studies  
At Riverside Community College District since 1999.
- KRAMER, AMY** Assistant Professor,  
EOPS Counseling  
A.S., Mt. San Antonio College; B.S., Cal Poly Pomona; M.A., Educational Counseling, University of La Verne. At Riverside Community College since 2016.
- 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.
- LEE, VIRGIL** Assistant Professor,  
Chemistry  
B.S., California State University, Los Angeles; M.B.A., University of California, Los Angeles; Ph.D., Stanford University. At Riverside Community College District since 2016.
- LEWIS, MARK E.** Associate Professor,  
Communication Studies  
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2001.
- MARTIN, LISA** Assistant Professor,  
Counseling  
B.A., California State University, San Bernardino; M.A., University of Redlands. At Riverside Community College District since 2017.
- MIDGETT, JETHRO** Assistant Professor,  
Counseling  
B.A., University of California, Riverside; M.A., California Baptist University. At Riverside Community College District since 2015.
- 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** Professor,  
English  
A.A., Riverside Community College; B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 1991.

<b>MOORE, BARBARA</b>	<b>Associate Professor, Biology</b>	<b>READE, DANIEL</b>	<b>Assistant Professor, English</b>
B.S., M.S., University of California, Riverside. At Riverside Community College District since 2006.		B.A., Brown University; M.A., University of Carolina and California State, San Bernardino. At Riverside Community College District since 2016.	
<b>MOORE, JOHN</b>	<b>Associate Professor, Counseling</b>	<b>ROBLES, ANDY</b>	<b>Associate Professor, Mathematics</b>
B.A., M.A., Azusa Pacific University. At Riverside Community College District since 2011.		B.S., M.S., California Polytechnic State University, Pomona. At Riverside Community College District since 1999.	
<b>MORFORD, NATALIE</b>	<b>Assistant Professor, English</b>	<b>RUSSELL, TIMOTHY</b>	<b>Assistant Professor, History</b>
B.A., University of California, Santa Barbara; M.A., San Diego State University. At Riverside Community College District since 2016.		B.A., San Diego State University; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2015.	
<b>MULARI, JEFFREY</b>	<b>Associate Professor, Mathematics</b>	<b>SENTMANAT, JOSE M</b>	<b>Assistant Professor, Philosophy</b>
B.S., California Baptist University; M.S., University of California, Riverside. At Riverside Community College District since 2008.		B.A., Florida International University; M.A., University of Riverside. At Riverside Community College District since 2010.	
<b>MUTO, JAN</b>	<b>Associate Professor, Communication Studies</b>	<b>SHIRINIAN, MARGARITA</b>	<b>Associate Professor, English as a Second Language</b>
B.A., M.A., University of Delaware; Ph.D., University of Utah. At Riverside Community College District since 2010.		B.A., Moscow State Pedagogical University; M.A., California State University, Northridge; Ed.D in Education with a specialization in TESOL, Northcentral University, AZ. At Riverside Community College District since 2005.	
<b>NELSON, LISA</b>	<b>Associate Professor, English</b>	<b>SLONIGER, MITZI A.</b>	<b>Associate Professor, Reading</b>
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.		B.A., University of California, Irvine; M.A., California State University, Fullerton. At Riverside Community College District since 2000.	
<b>OLAERTS, ANA-MARIE</b>	<b>Associate Professor, Communication Studies</b>	<b>STERNBURG, CHARLES</b>	<b>Professor, Anatomy and Physiology</b>
B.A., M.A., California State University, Fullerton. At Riverside Community College District since 2006.		B.S., M.S., California State University, Northridge; Ph.D., University of California, Irvine. At Riverside Community College District since 1992.	
<b>PARK, STEPHEN</b>	<b>Associate Professor, Mathematics</b>	<b>STEVENS, WALTER</b>	<b>Professor, Theater Arts</b>
B.S., University of Southern California; M.A., California State University, Fullerton. At Riverside Community College District since 2009.		B.A., M.F.A., University of California, Irvine. At Riverside Community College District since 1996.	
<b>PAYÁN, DAVID A.</b>	<b>Associate Professor, Counseling</b>	<b>THOMAS, JAMES W.</b>	<b>Professor, Construction Technology</b>
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.		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.	
<b>PERRY, JUDY</b>	<b>Professor, Computer Information Systems</b>	<b>TRAN, PHU</b>	<b>Associate Professor, Physics</b>
B.S., Oklahoma State University; M.S., University of Southern California. At Riverside Community College District since 1994.		B.S., California Polytechnic University, Pomona; M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2005.	
<b>POPIDEN, SANDRA</b>	<b>Assistant Professor, Political Science</b>	<b>TYLER, JODY</b>	<b>Assistant Professor, Chemistry</b>
B.A., Loyola Marymount University; M.A., Ph.D., University of California, Santa Barbara. At Riverside Community College District since 2015.		B.S., University of Evansville, Indiana; M.S., Ph.D., University of California, Irvine. At Riverside Community College District since 2016.	
<b>PRIOR, ROBERT</b>	<b>Professor, Mathematics</b>	<b>TYLER, STANLEY</b>	<b>Associate Professor, Chemistry</b>
B.A., University of California, San Diego; M.A., California State University, Fullerton. At Riverside Community College District since 1990.		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.	



**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**

**Professor,  
Kinesiology**

B.S., M.S., California State University, Fullerton; Ph.D., Ohio State University. At Riverside Community College District since 2006.

**WARINSKI, JEFFREY**

**Assistant Professor,  
Mathematics**

B.S., Northwest Missouri State University; M.S., University of Arizona. At Riverside Community College District since 1989.

**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.

**ZAMISKA, KARA**

**Assistant Professor,  
Psychology**

B.A., Psychology, San Diego State University; M.A., Social Ecology, San Diego State University; Ph.D., Psychology and Social Behavior, San Diego State University. At Riverside Community College District since 2017.

**ZWART, GAIL A.**

**Professor,  
Business Administration**

B.S., California Polytechnic University, Pomona; M.P.A., California State University, San Bernardino; M.B.A., Baker College; D.P.A., University of La Verne. At Riverside Community College District since 2003.



## NORCO ADMINISTRATION

<b>ALONSO, MIRIAM</b> M.A., California State University, Dominguez Hills. At Riverside Community College District since 2013.	<b>Director, Upward Bound</b>	<b>HARTLEY, MARK</b> B.A., Loyola Marymount University; M.A., M.A., University of Redlands. At Riverside Community College District since 2015.	<b>Dean, Student Life</b>
<b>AMEZOLA, EVA</b> B.A., University of California, San Diego; M.A., San Diego State University. At Riverside Community College District since 2011.	<b>Director, Upward Bound</b>	<b>HENKELS, CHARLES</b> B.A., CSU, Sacramento. At Riverside Community College District since 2016.	<b>Apprenticeship Director</b>
<b>AYCOCK, GREGORY</b> B.A., University of California, Riverside; M.S., California State University, Long Beach; Ph.D., Claremont Graduate University. At Riverside Community College District since 1999.	<b>Dean, Institutional Effectiveness</b>	<b>JAMES, TENISHA</b> B.S., University of California, Irvine; M.A., California State University, Dominguez Hills; Ed.D., Pepperdine University. At Riverside Community College District since 2012.	<b>Dean, Student Services</b>
<b>BARRIOS, ODILI</b> At Riverside Community College District since 2015.	<b>Assistant Manager, Food Services</b>	<b>LEE, SAMUEL</b> B.S., Liberal Studies, CSU Fresno; M.A., University of Southern California; Ed.D. in Organizational Leadership, University of La Verne. At Riverside Community College District since 2017.	<b>Vice President, Academic Affairs</b>
<b>COLLINS, MICHAEL</b> B.S., Syracuse University, NY. MPH., California State University, Long Beach, CA. Ed.D., Higher Education Leadership/Finance, University of Southern California, Los Angeles. At Riverside Community College District since 2017.		<b>McALLISTER, LISA</b> A.S., Broward/Grayson Community Colleges; B.S.N., M.S.N., University of Phoenix. At Riverside Community College District since 2009.	<b>Director, Health Services</b>
<b>COBB, JESSICA</b> B.S., Pomona College; Ph.D., UC Berkeley; J.D., UCLA Law. At Riverside Community College District since 2018.	<b>Director of the Next Phase Program</b>	<b>McCARSON, DANIELA</b> B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2001.	<b>Dean, CalWORKs and Special Funded Programs</b>
<b>CUEVAS, HORTENCIA</b> M.S., California State University, Long Beach. At Riverside Community College District since 2011.	<b>Program Director, Student Support Services</b>	<b>McMAHON, JAMES</b> At Riverside Community College District since 2008.	<b>Grounds Supervisor</b>
<b>DeASIS, MARK</b> B.A., University of California, Irvine; M.A., University of Redlands. At Riverside Community College District since 2004.	<b>Dean, Admissions &amp; Records</b>	<b>MOLKO, COLLEEN</b> A.A., Riverside City College; B.S., University of Redlands; M.A., California State University, San Bernardino. At Riverside Community College District since 2002.	<b>Associate Dean, Career and Technical Education/ Project Director, National Science Foundation</b>
<b>ETCHISON, ASHLEY</b> B.A., Cal State Polytechnic University, Pomona; M.A., Brandman University. At RCCD since 2011.	<b>Director, Strong Workforce Strategic Communications</b>	<b>MUSTAIN, DEBRA L.</b> B.S., Central Washington University; M.Ed., University of Seattle, Seattle, WA; Ed.D. (candidate) Educational Leadership, California State University, San Bernardino. Expected June 2019. At Riverside Community College District since 2017.	<b>Dean, Community Partnerships and Workforce Development</b>
<b>FLEMING, KEVIN</b> B.A., Loyola Marymount University; M.B.A., Ohio State University; M.A., University of Redlands; Ph.D., Claremont Graduate University. At Riverside Community College District since 2010.	<b>Dean of Instruction, Career and Technical Education Programs</b>	<b>NANCE, DAMON</b> 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.	<b>Dean, Technology and Learning Resources</b>
<b>FULBRIGHT, III, MARSHALL T.</b> B.M., Music Chapman University; M.S. Music, University of California, Santa Barbara; Ed.D., Azusa Pacific University. At Riverside Community College District since 2018.	<b>Dean of Instruction</b>	<b>OCEGUERA, GUSTAVO</b> B.A., California Polytechnic University; M.A., University of Redlands; Ed.D., University of Southern California. At Riverside Community College District since 2006.	<b>Dean, Grants and Student Equity Initiatives</b>
<b>GONZALES, MARIA</b> M.A., Chapman University; Ed.D - Organizational Leadership, Northcentral University. At Riverside Community College District since 2011.	<b>Director, Student Financial Services</b>	<b>PARKS, JASON</b> B.A., M.A., University of California, Riverside; Ed.D., University of Southern California. At Riverside Community College District since 2004.	<b>Dean of Instruction</b>
<b>GREEN, MONICA</b> B.A., M.A., California State University, San Bernardino; Ed.D., Pepperdine University. At Riverside Community College District since 2001.	<b>Vice President, Student Services</b>		



## NORCO ADMINISTRATION

### REECE, BRYAN

B.A., M.A., Ph.D., University of Southern California. At Riverside Community College District since 2017.

### President

### SINCLAIR, MAUREEN

At Riverside Community College District since 2015.

### Project Supervisor Career and Technical Education

### SCHLANGER, DAVID

A.A., Liberal Arts Chaffey College; B.S., Organizational Leadership - Biola University; M.A., Management, University of Redlands. At Riverside Community College District since 2017.

### Director, Career Center

### STOWERS, DEON

At Riverside Community College District since 2012.

### Custodial Manager







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	Extended Opportunity Programs and Services . . . . .	571-6253
Academic Departments:		Facilities Office . . . . .	571-6113
Business, and Information Technology Systems . . . . .	571-6125	Fire Technology . . . . .	571-6197
Communications . . . . .	571-6325	Foster Youth Support Services . . . . .	571-6110
Health, Human, and Public Services . . . . .	571-6284	Health Services . . . . .	571-6103
Humanities and Social Sciences . . . . .	571-6134	Information Services . . . . .	571-6116
Mathematics . . . . .	571-6125	Institutional Research and Assessment . . . . .	571-6303
Natural Sciences and Kinesiology . . . . .	571-6125	Instructional Media Center . . . . .	571-6201
Public Safety Education and Training . . . . .	571-6300	KMVC TV, Channel 17 . . . . .	571-6100 x 4317
Academic Counseling and Educational Services (ACES) . . . . .	571-6275	Law Enforcement Programs . . . . .	571-6316
Admissions . . . . .	571-6101	Library . . . . .	571-6356
Assessment and Placement Testing . . . . .	571-6427	Mailroom . . . . .	571-6145
Bookstore . . . . .	571-6107	Math Lab . . . . .	571-6232
Business Services . . . . .	571-6342	Matriculation . . . . .	571-6131
Career and Transfer Center . . . . .	571-6205	Middle College High School . . . . .	571-6463
College Police . . . . .	571-6190	Outreach . . . . .	571-6273
Computer and Study Center . . . . .	571-6483	Physician Assistant Program . . . . .	571-6166
Computer Lab . . . . .	571-6127	Police Dispatch . . . . .	222-8171
Counseling . . . . .	571-6104	President's Office . . . . .	571-6161
Dean of Career & Technical Education . . . . .	571-6292	Puente Program . . . . .	571-6240
Dean of Institutional Effectiveness . . . . .	571-6146	Student Activities . . . . .	671-6105
Dean of Instruction . . . . .	571-6163	Student Government . . . . .	571-6268
Dean of Public Safety Education and Training . . . . .	571-6314	Student Services Upward Bound Math and Science . . . . .	571-6382
Dean of Student Services . . . . .	571-6335	Student Financial Services . . . . .	571-6139
Dean of Student Services (Counseling)		Title V Office . . . . .	571-6260
Dental Hygiene/Assisting Program . . . . .	571-6433	Tutorial Services . . . . .	571-6167
Disabled Student Services . . . . .	571-6138	Veterans Services . . . . .	571-6157
Early Childhood Education Center . . . . .	571-6214	Web Development . . . . .	571-6380
Emergency Medical Services . . . . .	571-6395	Workforce Preparation . . . . .	571-6154
Employment Placement . . . . .	571-6414	Writing and Reading Center . . . . .	571-6128

## Norco College

2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • www.norcocollege.edu

Academic Departments		Dean of Student Services . . . . .	372-7081
Art, Humanities and World Languages . . . . .	372-7076	Disability Resource Center . . . . .	372-7070
Business . . . . .	372-7079	Extended Opportunity Programs and Services . . . . .	372-7128
Communications . . . . .	372-7067	Health Services . . . . .	372-7046
Engineering . . . . .	372-7076	Honors Program . . . . .	739-7815
Information Technologies . . . . .	372-7067	Learning Resource Center (LRC) . . . . .	739-7896
Mathematics . . . . .	372-7079	Library . . . . .	372-7019
Science and Kinesiology . . . . .	372-7079	Outreach . . . . .	739-7856
Social and Behavioral Sciences . . . . .	372-7076	Parking . . . . .	739-7895
Admissions & Records . . . . .	372-7003	Puente Program . . . . .	372-7146
Assessment Center . . . . .	372-7176	STEM . . . . .	739-7806
Associated Student . . . . .	372-7007	Student Activities . . . . .	372-7007
Athletics . . . . .	372-7021	Student Employment . . . . .	372-7190
Bookstore . . . . .	372-7085	Student Financial Services . . . . .	372-7009
CalWORKs . . . . .	372-7052	Student Life . . . . .	372-7021
Career Center . . . . .	372-7147	Student Support Services . . . . .	372-7163
College Police . . . . .	372-7088	The Talented Tenth Program (T3p) . . . . .	372-7148
24-Hour Dispatch Center . . . . .	222-8171	Transfer Center . . . . .	372-7043
College Receptionist . . . . .	372-7044	TRiO Upward Bound Programs . . . . .	738-7721
Counseling . . . . .	372-7101	Tutorial Services (Mustang Tutoring) . . . . .	372-7143
Dean of Instruction . . . . .	372-7018	Veterans Resource Center . . . . .	372-7142
Dean of Instruction, Career and Technical Education . . . . .	372-7000		

## Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • www.rcc.edu

Academic Affairs . . . . .	222-8053	College Police Parking Services . . . . .	222-8090
Academic Departments:		Disability Resource Center . . . . .	222-8060
Applied Technology . . . . .	222-8491	Diversity and Equity Compliance . . . . .	222-8435
Art . . . . .	222-8339	Division Deans	
Behavioral Sciences . . . . .	222-8540	Fine and Performing Arts . . . . .	222-8399
Business and Info Tech Services . . . . .	222-8551	Languages, Humanities & Social Sciences . . . . .	328-3881
Chemistry . . . . .	222-8533	Math, Science & Kinesiology . . . . .	222-8729
Communication Studies . . . . .	222-8540	Nursing . . . . .	222-8818
Cosmetology . . . . .	222-8185	EOPS and CARE . . . . .	222-8122
Counseling . . . . .	222-8440	Extended Opportunity Programs and Services . . . . .	222-8045
Early Childhood Education . . . . .	222-8491	Foster and Kinship Care Education . . . . .	222-8937
Economics, Geography, Political Science . . . . .	222-8540	Foster Youth Support Services . . . . .	222-8251
English & Media Studies . . . . .	222-8519	Gateway College and Career Academy . . . . .	222-8934
History, Humanities, Philosophy . . . . .	222-8540	Human Resources . . . . .	222-8588
Kinesiology . . . . .	222-8421	International Student Center . . . . .	222-8160
Library and Learning Resources . . . . .	222-8654	Math and Learning Center . . . . .	222-8000 Ext. 4100
Life Sciences . . . . .	222-8533	Outreach . . . . .	222-8574
Math . . . . .	222-8533	Performance Riverside . . . . .	222-8100
Performing Arts . . . . .	222-8339	Student Activities . . . . .	222-8570
Physical Science . . . . .	222-8533	Student Financial Services . . . . .	222-8710
School of Nursing . . . . .	222-8760	Student Health and Psychological Services . . . . .	222-8151
World Languages . . . . .	222-8519	Transcript Office . . . . .	222-8603
Admissions & Records . . . . .	222-8600	Transfer Center . . . . .	222-8446
Art Gallery . . . . .	222-8358	TRiO Student Support . . . . .	222-8227
Bookstore . . . . .	222-8140	Tutorial . . . . .	222-8168
CalWORKs . . . . .	222-8964	Veterans Office . . . . .	222-8602
Career and Technical Education . . . . .	222-8131	Writing and Reading Center . . . . .	222-8632
College Police 24 Hour Dispatch . . . . .	222-8171		

## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



Wolde-Ab Isaac

### OFFICE OF THE CHANCELLOR

**Wolde-Ab Isaac, Ph.D.**  
Chancellor

**Vacant**  
Chief of Staff

**Margaret Cartwright**  
Associate Vice Chancellor, Strategic Communications  
and Institutional Advancement

### OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES AND STRATEGIC PLANNING

**Susan Mills**  
Vice Chancellor, Educational Services and Strategic Planning

**Raj Bajaj**  
Dean, Educational Services

**Christopher Blackmore**  
Associate Vice Chancellor,  
Information Technology and Learning Services

**David Torres**  
Dean, Institutional Research and Strategic Planning

### OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

**Aaron Brown**  
Vice Chancellor, Business and Financial Services

**Vacant**  
Associate Vice Chancellor, Facilities Development

**Michael Simmons**  
Director, Risk Management, Safety & Police

**Madj Askar**  
Director, Business Services

**Melissa Elwood**  
Controller, Accounting Services

**Robert Gunzel**  
Chief of Police

### OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

**Terri Hampton**  
Vice Chancellor, Human Resources and Employee Relations

**Diana Torres**  
Director, Human Resources and Employee Relations

**Lorraine Jones**  
District Compliance Officer

### DISTRICT CURRICULUM COMMITTEE

**Greg Burchett**  
Committee Member  
Riverside Curriculum Committee Chair

**Brian Johnson**  
Committee Member  
Norco Curriculum Committee Chair

**Ann Pfeifle**  
Committee Chair  
Moreno Valley Curriculum Committee Chair

**Steven Schmidt**  
Committee Member\*  
Tech Review Committee Chair  
CurricUNET Liaison

**Heather Edberg**  
Committee Secretary\*  
\*Non-voting member

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### MISSION STATEMENT

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the colleges with leadership in the areas of advocacy, resource stewardship, and planning.

### OUR RCCD VISION AND VALUES

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted Goals by affirming its vision and values:

#### VISION

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

#### VALUES

##### Values

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

##### Legacy

- Heritage
- Standards
- Foundation of future

##### Inclusiveness

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

##### Service

- To students
- To community
- To the colleges
- Education/service learning

##### Stewardship

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

##### Enrichment

- Economic development
- Lifetime learning
- Professional development
- Community advancement

##### Excellence

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

##### Shareholders

- Economic partner
- Community mindedness
- Community responsibility

## STRATEGIC THEMES AND GOALS 2013-16

### STUDENT ACCESS

As open access institutions of higher education, Riverside Community College District and its colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- Goal 1: Remove barriers to access for all students, while making the process of accessing new student information and applying to District colleges more user-friendly.
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
- Goal 3: Provide programs and services that address community educational needs and priorities.
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to District colleges and educational programs.

### STUDENT LEARNING AND SUCCESS

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
- Goal 2: Increase rates of transfer, degree, and certificate completion.
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
- Goal 4: Reduce the gap in both student achievement and outcomes.
- Goal 5: Support and increase student engagement in and out of the classroom.

### RESOURCE STEWARDSHIP

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the colleges are met as a priority.
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.

### COMMUNITY COLLABORATION AND PARTNERSHIP

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local in-



dustries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

- Goal 1: Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.
- Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.
- Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.
- Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.
- Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the colleges, Community Education, and other initiatives.

### CREATIVITY AND INNOVATION

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its Colleges, District Office, and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

- Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.
- Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment.
- Goal 3: Support the colleges' innovative ideas in entrepreneurial initiatives and resource development.
- Goal 4: Develop and implement a plan to keep current with technology advancement.

- Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

### SYSTEM EFFECTIVENESS

Riverside Community College District, like all of the State's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

- Goal 1: Develop efficient and effective processes and procedures that:
  - Reduce red tape
  - Eliminate redundancies
  - Encourage collaboration
  - Increase interdepartmental communication
  - Reduce the number of meetings
  - Promote on-going assessment in order to continually refine our educational technology capability to address future needs
- Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and college strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.
- Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between colleges and centers to best serve students.
- Goal 4: Refine the District functional map to better define responsibilities of various departments.

### HISTORY AND DEVELOPMENT

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades. In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus.

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system. The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the 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 INSTITUTIONAL ADVANCEMENT

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 Institutional Advancement office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

## ACADEMIC YEAR

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

## RCCD FOUNDATION

The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends, and the business community to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and College Presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities District-wide.

**Mission Statement.** The Riverside Community College District Foundation enhances the intellectual, cultural, and educational needs of District and college students, faculty, staff and our communities. We pursue resource development and philanthropic activities in support of continued excellence and improved access. As stewards, we collaborate with business and community stakeholders to fuel the region's workforce development, innovation, and economic growth.

**Scholarships.** Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly \$500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Century Circle.** Century Circle is an annual giving program managed by the RCCD Foundation. Its purpose is to provide funding for special projects identified by the RCCD Foundation Board of Directors in alignment with the priorities of the Chancellor and the leadership of Moreno Valley, Norco, and Riverside City colleges. Donors who contribute at least \$1,000 per year to the Century Circle fund play an integral role in the RCCD Foundation's endeavor to help the District and colleges respond to their most pressing needs. Donors to the Century Circle fund receive unique opportunities to learn about the impacts of their contributions throughout the academic year. The RCCD Foundation Board of Directors distributes Century Circle funds through a process that ensures alignment with identified priority areas of the Chancellor and College Presidents. Department heads, College Presidents, the Chancellor, or any member of the RCCD Foundation Board of Directors may initiate requests for Century Circle funds. Information about Century Circle can be found on the RCCD Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Heritage Circle.** Heritage Circle is a recognition program that honors visionary individuals who, by naming the RCCD Foundation in their estate plans or through other planned gift arrangements, contribute to the long-term success of the students, faculty and programs at Moreno Valley, Norco, and Riverside City colleges. Generous donors who join the Heritage Circle belong to an exclusive group of individuals who care deeply about the future of the Riverside Community College District. The RCCD Foundation invites donors to partner with us by becoming a Heritage Circle member to help the RCCD colleges continue to meet the educational and workforce needs of our region for many years to come. In appreciation for their generosity, Heritage Circle members receive unique opportunities for recognition and participation, including special invitations throughout the year from the Chancellor and College Presidents. More information about Heritage Circle and planned giving through the RCCD Foundation can be obtained by contacting the Foundation office at (951) 222-8626.

## DISTANCE EDUCATION

The mission of Distance Education is to extend access to students through web-based learning formats such as online and hybrid courses. The Distance Education unit is responsible for distributing online courses and providing online platform-based technology training for faculty. The goal is to make learning available anytime, anywhere for students who need the flexible scheduling of a remote learning program. Distance Education is based on a learning management system (LMS) which uses online-based technologies including the internet and streaming media. Distance Education courses are academically equivalent to their on-campus counterparts and fulfill RCCD general education, elective, and/or major requirements, with many classes transferable to four-year institutions.\* Some certificate programs can be completed fully online. For further information about Open Campus and Distance Education options, visit [opencampus.com](http://opencampus.com).

\*Always consult a counselor to review your Student Educational Plan before taking any class to be sure it meets your particular aptitudes and goals.

## RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

## ARMY AND AIR FORCE ROTC PROGRAMS

### Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

### Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two-, three-, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on

the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved.** For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit [www.usc.edu/afrote/](http://www.usc.edu/afrote/). No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

### Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

## SPECIAL SUPPORTIVE SERVICES

### Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact the Norco College Disability Center at (951) 372-7070 or TDD (951) 372-7010.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at RCCD may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to 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/](http://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 & Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.

Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions & Records, along with a photo I.D.

It is the responsibility of the student to update WebAdvisor to advise the Admissions & Records Office of any change in address or telephone number. Change of information forms are also available at [www.norcocollege.edu](http://www.norcocollege.edu).

## GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

Education Code Section 70902(b)(3);  
Title 5 Sections 55060, 55063-55064, and 53200(b)  
Board Policy 4100  
AP 4100

The College grants the degrees of Associate of Arts, Associate of Science, and degrees for college transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

For the Associate of Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree.

Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the College's catalogs and must be filed with the California Community College Chancellor's Office.

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion or Certificate of Competency.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

## **INSTRUCTIONAL MATERIALS FEES**

Board Policy 5031

Education Code Section 76365;

Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this "open door" policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost of instructional materials.

### Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

### I. Announcement of Fees

All course material fees shall be printed in the class schedule and available on the District's web-site. Courses with fees will be properly flagged on materials used in the Office of Admissions & Records. A fee statement, including the amounts of the fees, will be included in the college catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

### II. Collection of Fees

Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

### III. Refunds

Students who withdraw from a class with a materials fee will receive a 100% refund through the first two weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two weeks of class.



#### IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

### COURSE REPETITION

References:

Title 5 Sections 55000, 55045, 56029

Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

- A. Students may repeat courses under the following circumstances:
  1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
    - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
    - b. A student is limited to a maximum of three (3) allowable attempts per course including any combination of withdrawals (W's) or substandard grades. Withdrawals due to military orders (MW's) are not included in the number of allowable attempts.
    - c. A "Request for Course Repetition"\* is required for any exceptions to "b" above.
  2. The student's previous grade is, at least in part, the result of extenuating circumstances.
    - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. \*
  3. There has been a lapse of time (at least 36 months) since the student last took the course. (See Administrative Procedure 4228)
    - a. The course outline of record has been officially changed and demonstrates significant curricular changes.\*
    - b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.
  4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section

56029. The District policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.

- a. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.
- B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.
- C. The following conditions apply:
  1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
  2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
  3. Procedures for course repetition shall be listed in the current official college catalogs.
  4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
  5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with 55045, justify such repetition.

\*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

## COURSE REPETITION - SIGNIFICANT LAPSE OF TIME

Reference: Title 5, Section 55043, 55000, 55040,

Students may be permitted to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the district.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student’s grade point average.

A Request for Course Repetition is required and can be obtained in the College Admissions offices and Borom the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

## COURSE REPETITION – VARIABLE UNITS

Reference:

Title 5, Section 55044, 55040(b)

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.

Students may not repeat any portion of the curriculum for the course unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.

## REPEATABLE COURSES

Reference:

Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

Students may repeat courses in which a “C” or better grade was earned. Only the following types of courses are repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:

- A. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be four enrollments.
- B. Repeatable courses are identified in the college catalog.
- C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
  1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
  2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statute or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of “C” or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student’s grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three (3) times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions & 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

Board Policy 3430 Prohibition of Harassment and Retaliation

A complete copy of the Board Policies cited can be found [www.rccd.edu/administration/board](http://www.rccd.edu/administration/board) or [www.rccd.edu/adminisation/human resources](http://www.rccd.edu/adminisation/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 socioeconómico. 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 de una queja formal o informal. Tal conducta es

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.

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.



Selecting the informal resolution process does not prevent you from later deciding to file a formal complaint (subject to all of the rules for filing a formal complaint). You can do this while the informal process is still underway, or if the informal process has been completed and you are not satisfied with the outcome of the District's proposed resolution, provided that the time period for filing a formal complaint has not passed.

## HOW TO FILE A FORMAL COMPLAINT:

- The complaint must be filed on a form prescribed by the State Chancellor's Office. That form is available at [www.rccd.edu/administration/board/policies.cfm](http://www.rccd.edu/administration/board/policies.cfm), [www.rccd.edu/administration/hr/dec.cfm](http://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](http://www.cccco.edu).
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://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.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda 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](http://www.rccd.edu/administration/board/policies.cfm), [www.rccd.edu/administration/hr/dec.cfm](http://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](http://www.cccco.edu).
- Le queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- Le queja debe de ser presentada por la persona que declara que 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:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

o con:

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549



## COMPLAINANT'S APPEAL RIGHTS

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

### ALL APPEALS MUST BE IN WRITING

(E-mail is not a satisfactory method.)

First Level of Appeal: You have the right to file an appeal with the District's Board of Trustees within fifteen (15) calendar days from the date of the Administrative Determination. The District's Board of Trustees will review the original complaint, the Administrative Determination, and the appeal.

In order to appeal to the District's Board of Trustees, please send a written request within the required time period to the attention of:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

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).

(These are the policies and/or procedures at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

## ¿ QUÉ SUCEDE CUANDO SE PRESENTA UNA QUEJA FORMAL?

El Distrito entonces conducirá una investigación. Después de 90 días de haber recibido la queja de la presunta discriminación bajo el Título 5, secciones 59300 et seq., el Distrito completará la investigación y le enviará a usted una copia del reporte de la investigación, o un resumen del mismo, junto con la notificación de su derecho a apelar la decisión ante la Junta Directiva Escolar del Distrito y la oficina del Rector del Estado. Este reporte de investigación es la Determinación Administrativa del Distrito.

## DERECHOS DE APELACIÓN DE LA PERSONA AFECTADA

Usted, como persona demandante, tiene derechos que puede ejercer para apelar si no está satisfecho con los resultados de la Determinación Administrativa del Distrito. En el momento en que el reporte de investigación y/o el resumen le sea enviado a usted por correo, el oficial responsable del Distrito y/o su designado/a le notificará a usted acerca de los derechos que tiene para solicitar una apelación de la siguiente manera:

## TODAS LAS APELACIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

Primer Nivel de Apelación: Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

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 dictaminan la Decisión final del Distrito o permitan que la Determinación



Administrativa sea la Decisión final al no tomar ninguna acción el 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)

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

Department of Fair Employment and Housing (DFEH)  
Los Angeles District Office  
1055 West 7<sup>th</sup> Street  
Suite 1400  
Los Angeles, CA 90017  
(800) 884-1684  
TTY (800) 700-2320  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Equal Employment Opportunity Commission (EEOC)  
Los Angeles District Office  
Roybal Federal Building  
255 East Temple Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90012  
(800) 669-4000  
TTY (800) 669-6820  
[www.eeoc.gov](http://www.eeoc.gov)

U.S. Department of Education Office for Civil Rights  
(OCR)  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
(415) 486-5555  
TDD (877) 521-2172  
[www.ed.gov](http://www.ed.gov)

State Chancellor's Office  
California Community Colleges (CCCCO)  
1102 Q Street  
Sacramento, CA 95811-6549  
(916) 445-4826  
[www.cccco.edu](http://www.cccco.edu)

## DISTRICT ACADEMIC ADMINISTRATION

**BAJAJ, PANKAJ**

**Dean,  
Educational Services**

B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

**ISAAC, WOLDE-AB**

**Chancellor**

B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006.

**KEELER, RICHARD**

**Dean,  
Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

**TORRES, DAVID**

**Dean,  
Institutional Research and Strategic Planning**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.



**FACULTY EMERITI**

Thomas Allen, Associate Professor Emeritus, English  
David Almquist, Associate Professor Emeritus, Kinesiology  
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  
David V. Baker, Associate Professor Emeritus, Sociology  
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  
Shailesh D. Bhatia, Associate Professor Emeritus,  
Computer Information Systems  
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  
Douglas Bowen, Associate Professor Emeritus,  
English as a Second Language  
Glen Brady, Director Emeritus, Distance Education  
Friedrich Brose, Professor Emeritus, Library Services  
C. Kenneth Brown, Professor Emeritus, Instructional Media  
Marsha Brown, Assistant Professor of CTE Emerita, Cosmetology  
William Brown, Professor Emeritus,  
Physical Education and Counseling  
Vern Browne, Professor Emeritus, Computer Information Systems  
Patricia Bufalino, Dean Emerita  
Daria Burnett, Dean Emerita  
Robert Burris, Assistant Professor of CTE Emeritus,  
Air Conditioning  
Ronald Burton, Professor Emeritus, English  
James Buysse, Vice Chancellor Emeritus, Administration and Finance  
Shelagh Camak, Vice President Emerita, Workforce Development  
Michael Chaks, Professor Emeritus, Accounting  
Joy Chambers, Dean Emerita, Enrollment Services  
Linda Chang, Professor Emerita, Library Services  
JoAnn Chasteen, Professor Emerita, Nursing  
Achinta Chatterjee, Professor Emeritus, English  
Jill M. Christiansen, Associate Professor Emerita, Nursing  
Mike Churchill, Professor Emeritus, Physical Education  
Eileen Colapinto, Professor Emerita, Counseling  
Marie Colucci, Professor Emerita, Nursing  
Diane Conrad, Associate Professor Emerita, Communication Studies  
George Conrad, Professor Emeritus, Machine Shop Technology  
Lisa A. Conyers, Associate Professor Emerita, Spanish  
Janet Cordery, Associate Professor Emerita, Counseling  
Gerald Cordier, Assistant Professor of CTE Emeritus, Drafting  
Frank Corona, Professor Emeritus, Spanish  
Sharon L. Crasnow, Distinguished Professor Emerita, Philosophy  
Lois O. Cresgy, Professor Emerita, Physical Education  
Arthur Dassow, Professor Emeritus, Counseling  
Foster Davidoff, Superintendent/President, Emeritus  
Richard Davin, Professor Emeritus, Sociology  
Brenda Davis, President Emerita  
Betty Day, Professor Emerita, English  
Leslie Dean, Professor Emeritus, Geography  
Philip Denham, Professor Emeritus, English/Mathematics  
Jo Dierdorff, Professor Emerita, Dance  
Arthur B. Dietrich, Professor Emeritus, Automotive Technology  
Deborah DiThomas, Vice President Emerita, Student Services  
JoEllen Dooley, Professor Emerita, Library Services  
Roger Duffer, Professor Emeritus, Music  
Olga Dumer, Associate Professor Emerita,  
English as a Second Language  
Jose Duran, Professor Emeritus, Business Administration  
Joseph G. Eckstein, Associate Professor Emeritus, Geography  
John Elliott, Professor Emeritus, Physics  
Kathryn Farris, Professor Emerita, Physical Education  
Brenda Farrington, Professor Emerita, Counseling  
Richard Finner, Professor Emeritus,  
Applied Digital Media and Printing  
Arend Flick, Professor Emeritus, English  
Mary Flyr, Professor Emerita, Early Childhood Education  
Bernard Fradkin, Dean of Instruction Emeritus  
Annette Gaines, Professor Emerita, Nursing  
Carlos Garcia, Associate Professor Emeritus, Drafting  
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  
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Student Activities  
Lyn Greene, Associate Professor Emerita, Political Science  
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Computer Information Systems  
Alta Hester, Professor Emerita, Counseling  
Jimmie Hill, Professor Emeritus, Counseling  
Patricia Hora, Professor Emerita, Nursing  
Lin Duan Howard, Associate Professor Emerita, English  
Lisa Howard, Professor Emerita, Nursing  
Susan Ingham, Professor Emerita, English  
Ali Y. Issa, Associate Professor Emeritus, Health Sciences  
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



Kristina Kauffman, Associate Vice Chancellor Emerita  
 Renee Kimberling, Director Emerita, Health Services  
 Theodore Knipe, Professor Emeritus, Psychology  
 LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities  
 Janice Kollitz, Professor Emerita, English  
 Lee Kraus, Professor Emeritus, English  
 Carolyn Sue Kross, Professor Emerita, Nursing 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  
 Gloria Leifer Hartston, Professor Emerita, Nursing  
 Ruby (Strahan) Lockard, Professor Emerita, Cosmetology  
 Gary Locke, Associate Professor Emeritus, Music  
 John Locker, Professor Emeritus, Criminal Justice  
 Dwight Lomayesva, Professor Emeritus, History  
 George Londos, Professor Emeritus, Biology  
 Ann Marie Lyons, Professor Emerita, Mathematics  
 Ray Maghroori, Provost/Vice Chancellor Emeritus,  
 Educational Services  
 Anita Maradiaga, Professor Emerita, Nursing  
 Jean Marsh, Professor Emerita, Cosmetology  
 W. Paul Matthews, Professor Emeritus, Engineering  
 Paula McCroskey, Dean Emerita  
 Virginia McKee-Leone, Dean of Instruction Emerita  
 Leighton McLaughlin, Professor Emeritus, Journalism  
 Ron McPherson, Professor Emeritus,  
 Computer Information Systems  
 Rosario Mercado, Associate Professor Emerita, Spanish  
 Leonard Metcalf, Associate Dean Emeritus,  
 Student Personnel Services  
 Kim Metcalfe, Associate Professor Emerita,  
 Early Childhood Education  
 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  
 Paul Moores, Associate Professor Emeritus, Library Services  
 Gloria Jean Morgan, Professor Emerita, Cosmetology  
 James Morrison, Professor Emeritus, Biology  
 Donald Myers, Professor Emeritus, Biology  
 Lorraine Ogata, Professor Emerita, Reading  
 May R. Paquette, Professor Emerita, Office Administration  
 Al Parker, Professor Emeritus, History and Political Science  
 John Partida, Professor Emeritus, Cosmetology  
 Bonnie Pavlis, Professor Emerita, Humanities  
 Patricia Peters, Professor Emerita, Physical Education  
 Louise Peterson, Professor Emerita, Home Economics  
 Gail Piestrup, Professor Emerita, English  
 Joan Pleasants, Professor Emerita, Chemistry  
 Carolyn L. Quin, Professor Emerita, Music  
 Richard Ramirez, Vice President Emeritus, Student Services  
 Natalie Ringlund, Professor Emerita, Physical Education  
 Cheryl Roberts, Professor Emerita, Early Childhood Studies  
 John A. Rosario, Associate Professor Emeritus,  
 Anatomy/Physiology  
 Nancy Rose, Professor Emerita, Library Science  
 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  
 Donna K. Schutte, Professor Emerita, Nursing  
 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  
 Kathy R. Slicer, Associate Professor Emerita, Nursing  
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 Automotive Technology  
 Roger Sliva, Professor Emeritus, Automotive Body Technology  
 Karin Skiba, Professor Emerita, Art  
 Deborah Smith, Associate Professor Emerita, Mathematics  
 Katie Smith, Professor Emerita, Reading  
 Diane Solorzano, Professor Emerita, English  
 Paula Stafford, Assistant Professor of CTE Emerita,  
 Physician Assistant  
 Dorothy Steck, Professor Emerita, Nursing  
 Sylvia Stone, Visiting Assistant Professor Emerita, Nursing  
 Linda Stonebreaker, Professor Emerita, Reading  
 Letha Strain, Professor Emerita, Office Administration  
 August (Bud) Tedesco, Professor Emeritus, Film, Television & Video  
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 John Thornton, Professor Emeritus, Reading  
 Patrick Titus, Professor Emeritus, Counseling  
 Deborah J. Tompsett-Makin, Professor Emerita, Political Science  
 Sheryl L. Tschetter, Professor Emerita, English  
 Tony Turner, Professor Emeritus, Physical Education  
 Patricia Tutor, Professor Emerita, Nursing  
 Richard K. Tworek, President 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  
 Dorothy (Chari) Wallace, Professor Emerita, Business Administration  
 Roger Warren, Professor Emeritus, Cosmetology  
 David Waxman, Professor Emeritus, Physical Education  
 Diana Webster, Professor Emerita, Business Administration  
 Auston White, Professor Emeritus, Administration of Justice  
 Gerald Williams, Professor Emeritus, Electronics





Cheryl Willie, Assistant Professor of CTE Emerita, Cosmetology  
Bruce Wilson, Professor Emeritus, Physical Education  
Pearl Wolfsen, Professor Emerita, College Nurse  
Cecilia Wong, Executive Dean Emerita,  
Technology/Learning Resources  
Cornelia Wylldestar, Professor Emerita, Reading  
John Young, Professor Emeritus, Economics







Section IX

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Norco College

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Address

June 2018

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.

Bryan Reece

.....  
President



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College Catalog . . . . .	June
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Spring Semester Schedule . . . . .	December
Summer Semester Schedule . . . . .	April
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For information about college publications, please contact:

Strategic Communications and Institutional Advancement  
Riverside Community College District  
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### **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Catalog, 2018-2019

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# NORCO COLLEGE

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# RIVERSIDE CITY COLLEGE 2018-2019 CATALOG



# RIVERSIDE COMMUNITY COLLEGE DISTRICT RIVERSIDE CITY COLLEGE

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**Irving Hendrick, Ed.D., Interim President  
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## PRESIDENT'S MESSAGE

For decades, Riverside City College has served a student population that is dynamic and the most diverse among the colleges serving the Inland Empire. By your enrollment in RCC, you have selected an excellent institution of higher education.

Yearly, students select the College as their launching point for their post-secondary education. Whether your goal is transferring to a university, developing a specific skill or, obtaining a credential, the faculty, staff and administration want your educational experience to be extraordinary.

Students will have an opportunity to immerse themselves in a variety of programs — from liberal arts, the sciences, early childhood studies, performing arts, nursing, cosmetology, culinary arts, and applied technology programs. I encourage each of you to explore the College's opportunities — both in the classroom and outside. In addition to outstanding educational opportunities, students will find a bevy of student activities, such as clubs, athletics, and student government, to name a few. Explore!

This catalog provides a comprehensive overview of our institution and includes essential information. Along with programs of study and 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 assistance with locating or understanding the contents of the catalog, RCC's staff is ready to assist.

Best wishes for continued success in your educational pursuits.

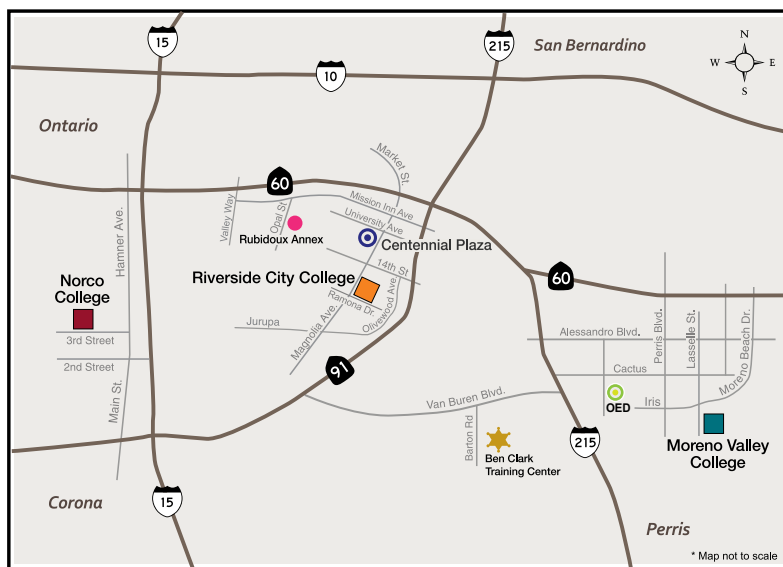
Irving Hendrick, Ed.D.  
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# RIVERSIDE CITY COLLEGE



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|---|--|---|



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*Project Director, Gateway to College*

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# Riverside Community College District

## 2018-2019 ACADEMIC CALENDAR

June 2018						
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					1	2
3	4	5	6	7	8	9
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May 2019						
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June 2019						
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\* May 31 - Day Classes Meet/Evening Final Exams for Classes Meeting Friday Late Afternoon and Evenings Only

\*\* June 7 - Morning and Early Afternoon Final Exams and Evening Commencement

Required Day for New Faculty - August 21

FLEX Days  
Fall: August 22, 23 and 24  
Spring: February 8

Part-time Faculty Orientation to be arranged by college

Legal Holiday/Day of Observance

Commencement (June 7)

Classes Not in Session

Summer Session 2018

June 18 - July 26 (6 weeks)  
Weekend Classes: June 23 - July 22

Fall 2018

August 27 - December 14  
Weekend Classes: September 1 - December 9

Winter Session 2019

January 2 - February 7 (6 weeks)  
Weekend Classes: January 5 - February 3

Spring 2019

February 11 - June 7  
Weekend Classes: February 23 - June 2

Final Exams

Fall: December 8 - 14  
Spring: May 31 (evening) - June 7 (Morning)

For final exam schedule, please refer to the Class Schedule.

Graduation: June 7, 2019

The application deadline to walk in the Commencement Ceremony is April 1, 2019



**Section I**  
**GENERAL INFORMATION**

## MISSION STATEMENT

### RIVERSIDE CITY COLLEGE

Riverside City College provides a high-quality affordable education and engages with a diverse community of learners by offering pre-college, transferable, and career-technical courses leading to locally-approved and state-approved certificates, associate degrees, associate degrees for transfer, and transfer. Based on a learner-centered philosophy, the College fosters critical thinking; develops information competency and technological literacy; expands communication skills; and promotes self-development and global awareness. To encourage student success, the College provides comprehensive learning and student support services; co-curricular activities; and community and arts programs. RCC supports and empowers students as they work toward individual achievement, intellectual curiosity, and life-long learning.

### VISION

Riverside City College will expand on its tradition as a premier community college 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.

#### 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.

#### 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.

#### 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 SUCCESS

- 1.1 Increase student engagement, learning, and success by offering a comprehensive and flexible curriculum, including clear pathways for achieving certificates, degrees, and transfer-reading status.
- 1.2 Consistently use data to make decisions and to understand and support evolving student needs.

### II. STUDENT ACCESS

- 2.1 Ensure that all students have equitable access to the College's programs, courses, and services.
- 2.2 Enhance integrated academic support.
- 2.3 Counsel and advise students to help them plan for and progress toward their individual educational objectives.

### III. INSTITUTIONAL EFFECTIVENESS

- 3.1 Encourage efficiency, expand organization capacity, and inform conversations that promote access and efficiency.
- 3.2 Integrate research, assessment, and program review to enhance understanding of student learning.
- 3.3 Facilitate accountability, transparency, and evidence-based communication to improve student success and completion.

### IV. RESOURCE AND LEARNING ENVIRONMENT DEVELOPMENT

- 4.1 Enhance financial sustainability by incorporating diverse funding from public and private sources, including grants and special events.
- 4.2 Create an atmosphere in which students, faculty, and staff find satisfaction in their work and feel supported and valued.
- 4.3 Invest in technology, equipment, supplies, training, and infrastructure to support students, faculty, and staff.

### V. COMMUNITY ENGAGEMENT

- 5.1 Actively pursue partnerships with the community's academic organizations to foster communication and collaboration that increase student success and completion at all levels.
- 5.2 Work with local business and CTE advisory groups to ensure that the College's educational programs provide the necessary skills that lead to employment opportunities.
- 5.3 Offer programs and services that enrich the community.

## ACADEMIC FREEDOM

The faculty, administration, and Board of Trustees subscribe to the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure:

"Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free expression."

"Academic freedom is essential to these purposes and applied to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights."

"The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution."

“The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/her subject.”

“Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.”

“The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship and discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public judges his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesman.”

This aligns with Title 5 section 51023 and with the standards set forth by the College’s accrediting body; the alignment is evidenced by the adoption of Board Policy 4030.

## 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 semesters, which extend from August to June, plus winter and summer sessions, that begin in January and June, respectively. The calendar for the 2018-2019 academic year appears in the front of the catalog. Courses offered during the various terms 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 in grades 11 and 12, who have been approved for concurrent enrollment in both high school and college or
- Are eligible high school students in grades 10-12 who have been identified and approved by their high school as a dual enrollment student or
- Are international students who have satisfied specific international student admissions requirements by a specified deadline.

Admission to Riverside Community College District-Riverside City College is regulated by state law as prescribed in the California Education Code.

## Open Enrollment

It is the policy of the Riverside Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

## High School/Concurrent Enrollment

Effective Fall 2015, high school students in good standing may be eligible for admission as a special student pursuant to Sections 48800, 48800.5, 48802, 76001, and 76002 of the California Education Code.

1. Students falling under these criteria must be approved by their high school principal or designee for “advanced scholastic or vocational work,” and must be identified as a special part-time or full-time student.
2. Students may be admitted as a special part-time or full-time student if:
  - (a) The class is open to the general public, and
  - (b) The student is currently enrolled in grades 11-12.

Students are required to submit the Riverside City College online admission application confirmation page, School/Parent Approval Form, and official high school transcripts by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions and Records office or webpage at [www.rcc.edu/services/admissions/](http://www.rcc.edu/services/admissions/).

All approved special part-time and full-time students will have enrollment access on the first day of each term in order to ensure that they do not displace regularly admitted students.

Approved high school students may take up to 8 units for Fall/Spring terms and 5 units for Winter/Summer terms. High school students are not allowed to take physical education classes.

**Dual Enrollment/CCAP**

Effective Fall 2018, eligible high school students who've been selected by their respective high schools to participate will be able to take RCC courses on their high school campuses per AB288 guidelines.

Students are required to complete the Riverside City College online admission application and the CCAP School/Parent Approval Form by the published deadline. For information regarding enrollment deadlines, forms, and restrictions, visit the Admissions and Records office or webpage at [www.rcc.edu/services/admissions/](http://www.rcc.edu/services/admissions/). Students will register at their high schools with RCC staff. High school students are not allowed to take physical education classes.

**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, or
- They have not been in attendance at any RCCD college during the prior major term (fall or spring only), or
- They submitted an application for a future term and wish to attend a current one.

**Please note students no longer need to re-apply for fall or spring terms if an application was submitted in the preceding intersession (summer or winter).**

Online applications can be submitted at [www.rcc.edu](http://www.rcc.edu) and take approximately 24 hours to process (excluding weekends and holidays). For information on application deadlines, visit the Admissions and Records office or webpage at [www.rcc.edu/services/admissions/](http://www.rcc.edu/services/admissions/). Computers and assistance are available in the Welcome Center.

**Home College**

Each applicant will be required to apply to one of the three District colleges: Moreno Valley, Norco, or Riverside City 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. Please contact the special program for the application process.

**Schedule of Classes**

The Schedule of Classes is available online at [www.rcc.edu/departments/Pages/Class-Schedule.aspx](http://www.rcc.edu/departments/Pages/Class-Schedule.aspx). Open classes can be viewed on MyPortal/WebAdvisor approximately six to eight weeks before the term begins by visiting the College website.

**Registration**

Priority registration is granted to eligible student Veterans, former foster youth, EOPS, DRC and CalWORKs students. In addition, college-approved groups may receive early registration access as long as criteria are met.

Effective Fall 2012 the order of registration for continuing, new and returning students was updated with Board Administrative Policy 5056 at [www.rccd.edu/administration/board/](http://www.rccd.edu/administration/board/) to align with the statewide Student Success Initiative.

Registration appointment dates as well as information on holds that may restrict registration may be viewed on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) approximately 6-8 weeks before the term begins. Students can register on MyPortal/WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. Students may appeal their registration appointment date due to extenuating circumstances, such as the need to complete final degree/transfer requirements during the intended term. Registration appeals may only be approved once and subsequent appeals will not be considered. Before registering, students must complete any necessary requirements; i.e., Assessment, Online Orientation/Counseling. Refer to the section on Matriculation: "Are You Exempt From Matriculation?" for more information. Students with a readmit contract are limited to the prescribed unit load approved by an academic counselor.

Students can pay fees by credit card on MyPortal/WebAdvisor or mail a check or money order or pay at one of the colleges. See the Schedule of Classes at [www.rcc.edu](http://www.rcc.edu) or fees at [www.rcc.edu/services/admissions/Pages/Tuition-and-Fee.aspx](http://www.rcc.edu/services/admissions/Pages/Tuition-and-Fee.aspx) for payment and refund deadlines. Your account summary can be viewed or printed on MyPortal/WebAdvisor.

All prerequisites will be enforced during registration and must be verified by high school and/or college transcripts.

**Waitlists**

Before the beginning of the term, if a class is closed, students may place their name on a waitlist (if available). If a seat becomes available, the next eligible student is automatically added and their account is 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 MyPortal/WebAdvisor page. Waitlisting ends two days prior to the first class meeting. Waitlisted students should attend the first day of class to obtain an authorization code to add the course. Students who do not intend to remain in the class must drop from the class by the appropriate deadline. For online classes, students will need to contact the instructor through email, which can be found by clicking the blue class link on Manage My Waitlist in MyPortal/WebAdvisor.

**Procedure for Adding and Dropping Classes**

Once a class has begun, a student will need the instructor's permission to add a class. Students may add classes through MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu) using the authorization/add code obtained from the instructor. Authorization or add codes are active from the first day of the class until the add deadline. All course adds or drops need to be completed by the deadline posted in the Class Schedule and on MyPortal/WebAdvisor.

Students may withdraw from courses prior to the drop deadlines by using MyPortal/WebAdvisor. If there is a hold restricting the use of MyPortal/WebAdvisor students may bring a completed add/drop card to the Admissions counter at Riverside City College and drop classes there. Deadlines to add, drop, and receive a refund are posted on MyPortal/WebAdvisor. It is the student's responsibility to drop classes that they no longer plan to attend.

**Units for Full-Time/Part-Time Status**

For full-time status, a student must be enrolled in at least 12 units of credit for the fall/spring sessions and 6 units of credit for the winter/summer sessions. Students who are enrolled in less than 12 units for fall/spring terms or less than 6 units for winter/summer are considered to be part-time. Specialized programs may have a different unit requirement for full-time status because of state mandates. The maximum number of units a student may enroll in is 18 for fall and spring and 9 for winter and summer. Students wishing to enroll in more than 18 units must have an established GPA of 3.0 or higher and have obtained counseling approval prior to registering for classes.

**Attendance**

All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate lack of serious purpose. Students who fail to attend the first class meeting and/or week may be dropped from the class. Religious observances and military duty, however, are excused. The student should inform their instructors prior to such an absence.

Coursework 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 consult with the instructor regarding the completion of missed assignments.

**Face-to-Face Courses**

Riverside Community College District (RCCD) has adopted the following policy with regard to attendance. Nothing in this policy shall conflict with Title 5, section 58003, 58004, that pertains to state requirements for monitoring and reporting attendance for apportionment purposes. The faculty, staff, and administration of RCCD expect all students to attend every meeting of all classes for which they are registered. Of particular importance is the first class meeting of the semester during which the Instructors of Record determine adds and drops. Students who have enrolled for a class and who do not attend the first class meeting effectively forfeit their place in the class and, as a result, may be dropped by the Instructor of Record. Furthermore, students who are late for the first meeting of the class may be forfeiting their place in the class and may be dropped by the Instructor of Record. The faculty, staff, and administration of RCCD are therefore strongly recommending that all students are present in each of their classes at the start of all of their classes and that all students should know and understand the attendance policy for every class in which they are enrolled.

**Distance Education Courses**

By their nature, fully online courses do not meet face-to-face, but the importance of regular student engagement and attendance as evidenced in the following ways is of particular importance for maintaining a student's place in the class.

A student who has enrolled in an online course and does not log in and complete the initial required assignment, assessment, quiz, or discussion board post in the first week of the session may forfeit his or her place in the class, at the discretion of the Instructor of Record. Throughout the term, online students are required to regularly log in to classes for which they are registered and to complete the required assignments. Students are required to read and adhere to the attendance policy described in the syllabus of each online class for which they are enrolled.

**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, and learning skills designed to assist students in acquiring the skills needed for college level courses. These courses are considered non-degree applicable and earn credit but are not counted toward the 60 units required for the associate degree. Non-degree courses do apply toward: residency, athletic eligibility, work study and financial aid, Veterans benefits, associated student body office, and full-time status. Non-degree credit status is indicated at the end of the course description.

**Exemptions to Remedial Limitation**

All developmental courses taken by students enrolled in English as a Second Language course are exempted. Students identified by the District for learning disabled programs are also exempted. Students with documented disabilities may petition the Disability Resource Center 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 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. 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 (also known as Student Success and Support Program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals. Students eligible for matriculation are provided an evaluation of orientation, basic skills, counseling, completion of an educational plan and follow-up services. All first-time college students must complete Orientation, Assessment, and Counseling prior to registering for classes.

It is the student's responsibility to a) complete orientation and placement testing, if applicable, 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.

### Orientation

All first-time college students must complete a freshman online orientation prior to taking their assessment test, if applicable. This online session introduces students to services and educational programs at Riverside City College and provides students with information on registration procedures, assessment test preparation, and academic support resources available at the college. To access orientation, please log on to your MyPortal/WebAdvisor account and click on the online orientation link under the academic planning header. Students should then make an online appointment with the Assessment Center to take the assessment test.

### 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) 222-8060.

New students are required to be placed via MMAP or the assessment test before enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses. 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 assessment tests/MMAP placement administered by the Riverside City College Assessment Center. Students can make an appointment for their assessment test/MMAP placement two business days after completing their online orientation. To schedule an appointment, please visit the Assessment Center webpage at [www.rcc.edu](http://www.rcc.edu). Students who are unable to successfully schedule an appointment online may contact the Assessment Center for assistance. During most times of the year, appointments fill one to two weeks in advance. Hours of operation are posted outside the Assessment Center (located on the first floor of the Charles A. Kane building), available online at the Assessment Center webpage, and via telephone at (951) 222-8451.

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 petition. 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 Center 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://rcc.edu/services/assessment/>.

“It is strongly recommended that students enroll in an appropriate English composition course during their first or second semester of enrollment. 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.”

### Counseling

Online counseling is the third and final component of the OAC process. Two business days after taking the assessment test, students should develop a one semester student educational plan. To complete this step please log on to your MyPortal/WebAdvisor account and click on the “View First Semester Ed Plan” under the academic planning header. The one semester education plan will incorporate the placement scores as a part of the course suggestions for the semester. If you have any further questions, please call (951) 222-8440 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 Riverside City College before scheduling counseling appointments or requesting a comprehensive Student Educational Plan (SEP).

All students pursuing certificate or degree programs, either associate or baccalaureate, should see their counselor each semester to review their SEP.

#### Are You Exempt From Matriculation Pre-Enrollment Requirements?

The following Board approved criteria define exempt students at Riverside Community College District:

- A. Students who have completed 60 or more units or who have graduated from an accredited U.S. college or university with an AA degree or higher.
- B. First-time college students who have declared one of the following goals:
  - Advance in current career/job
  - Maintain certificate/license
  - Educational development
  - Complete credits for high school diploma
- C. Students who are enrolled full time at another institution (high school or college) and will be taking five units or fewer.

### Follow-Up

Counselors and teachers will provide follow-up activities on behalf of matriculated students. “Early Alert” follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. “Probation/dismissal” activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

### Students Rights and Responsibilities

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course.

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 have passed from previous tests and a student has not started the course sequence 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 or
- After successfully completing an RCCD Math or English sequence course with at least a "C" or "P" grade, a student can retake the Math or English placement test.

**Please Note: Retesting is limited to once per five-year period for the Math or English placement tests.**

It is the student's responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal. The student is also responsible for participating in counseling, attending class, completing assignments and maintaining progress toward that educational goal.

If you have questions regarding the matriculation process, please contact the Counseling department at RCC at (951) 222-8440.

### **Comprehensive Student Educational Plan (SEP)**

Counselors are available to assist matriculated students in developing an educational plan that outlines the courses and services necessary to achieve their goals. When goals or majors are changed, students must see a counselor to update their educational plan. Students who have attended other college(s) must request to have an official transcript(s) sent to Riverside City College before scheduling counseling appointments or requesting a Student Educational Plan (SEP). To ensure this procedure, matriculated students are encouraged to make an appointment with a counselor. *Due to a high demand for counseling during the winter and summer terms, it is highly recommended that continuing students see a counselor during the fall and spring terms 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, visit the career center, and/or enroll in GUI 47, Career Exploration and Life Planning.

## **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.

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, who plan to attend college on an F-1 visa, pay a nonrefundable per unit surcharge in addition to the enrollment fee and non-resident fees. International applicants pay an admission application fee and health insurance fee.

### **AB 540 Non-Resident Fee Waiver**

A student who qualifies for the Non-Resident Fee Waiver will be exempt from paying the out-of-state tuition fee and will pay the per unit resident enrollment fee. Effective Spring 2013 students who qualify for AB540 may be eligible for some state financial aid. Please see the Financial Aid section for information on the Dream Application.

Any student other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements, and is physically present in California, shall be exempt from paying non-resident tuition at Riverside Community College District, if they sign an affidavit verifying:

1. Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools (established by the State Board of Education), California adult schools (established by a county office of education, a unified or high school district, or the Department of Corrections and Rehabilitation), campuses of the California Community Colleges, or a combination of these.  
OR  
Three or more years of full-time California high school coursework, and attendance of a total of three or more years in a combination of California elementary, secondary, and/or high schools.
2. Graduation from a California high school or equivalent (i.e., GED, CHSPE), attainment of an associate degree from a California community college, or fulfillment of

the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college.

3. In the case of a person without lawful immigration status, an affidavit (available from the Admissions office) stating that the student has filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so. Student information obtained in the implementation of this section is confidential.

In addition, the student must be physically present in California to be eligible for AB540. 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 a student's non-resident status.

### SB 141 Non-Resident Fee Waiver

Students who are U.S. citizens and who may presently reside in a foreign country will be exempt from non-resident tuition by meeting the following requirements:

1. Demonstrates a financial need for the exemption.
2. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
3. Moved abroad as a result of the deportation or voluntary departure.
4. Lived in California immediately before moving abroad.
5. Attended a public or private secondary school in California for three or more years.
6. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
7. Will be living in California and will file an affidavit with the community college stating that he or she intends to establish residency in California as soon as possible.
8. Documentation shall be provided at the office of Admissions and Records by the student as required by statute as specified in Education Code section 76140(a)(5).

A student receiving a non-resident tuition exemption under SB 141 does not receive resident status for the purpose of fees or financial aid. Rather they are exempt from non-resident tuition fees under this law. These students will not qualify for the California College Promise Grant (formally the BOG Fee Waiver) and any other state financial aid until they establish California residency. As citizens, SB 141 students may apply and qualify for federal financial assistance such as Pell, FSEOG and federal student loans.

### Health Fee

Every student, including those who qualify for a California College Promise Grant (formally the BOG Fee Waiver), is required to pay a health services fee per Title 5 state regulations. Students who rely exclusively 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 Admissions and Records office.

### Parking

Parking permits may be purchased on MyPortal/WebAdvisor at [www.rcc.edu/MyPortal](http://www.rcc.edu/MyPortal), the cost of which includes shipping and handling. Parking permits may be requested through MyPortal/WebAdvisor and may be paid online or in person at the Cashier's office. Special

parking is provided for the physically handicapped at the same cost. Student permit enforcement of student parking spaces is suspended during the first two weeks of the Fall and Spring semesters and the first week of the Summer session.

### Transportation Fee

The Transportation fee provides free transportation on RTA fixed routes for students with Riverside City 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 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 for out-of-print materials; 2) A processing fee of \$10; and 3) Any overdue fines (the maximum overdue fine is \$20).

### Refunds:

If the item is returned after the bill is issued (within one year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged.

### Library card fees:

Community members may purchase a library card for \$5 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 RCC bookstore has many choices for students to purchase their books such as a rental program, many digital options, and used and new textbooks.

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes. 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 Follett's 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.

### Enrollment Verification

Students may request an Enrollment Verification form from Admissions and Records to verify course enrollment (hours and unit value), fees, grade point average, and student enrollment status in any given term. The first two enrollment verification forms are free of charge and each request thereafter is \$2. Refer to *Units for Full-time/Part-time Status* for details.

## RCCD TRANSCRIPTS

The RCCD transcript includes coursework completed at Riverside City College, Norco College and Moreno Valley College. Official student transcripts may be requested on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu), and in person at the Admissions and Records office.

The first two official transcripts requested at RCCD are free. There is a fee of \$7 for each additional official transcript requested. Transcripts may take two to three business days to process. For expedited services, students may select additional service options:

- Next Day Service (24 hours): Additional \$10
- Same Day Service (10-15 minutes): Additional \$13

Transcripts may be delivered electronically, mailed with first class postage, or printed on campus for pick up. Unofficial transcripts are available free of charge on MyPortal/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/three months ago and be in a sealed envelope from the institution. Students must submit a Prerequisite Validation form to Counseling in order to have coursework 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 who have attended other colleges/universities, must submit all official transcripts to RCCD prior to graduation. 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 non-resident tuition as set by the Board of Trustees.

## REFUND DEADLINES FOR FEES

RCCD shall refund any enrollment fee paid by a student who withdraws from a class during the first two weeks of instruction of a full-term 16-week course or before 10% of a short term course has passed. Refund deadlines are available on MyPortal/WebAdvisor at [www.rcc.edu](http://www.rcc.edu).

### Holds on Records

Grades, transcripts, diplomas and registration privileges will be withheld from any student or former student who has failed to pay their financial obligation owed to the District. Any item or items will be released when the student satisfactorily meets the financial obligation.

## MILITARY AND VETERAN STUDENTS AND FAMILY MEMBERS

RCCD exempts students from non-resident tuition who are members of the armed forces of the United States stationed in this state on active duty, except those assigned to California for educational purposes. A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces who is classified as a California resident is also exempt from non-resident tuition. A qualified Veteran and/or dependent who resides in California and is attending a California school within three years of discharge will receive Resident Tuition Rate. [Veterans Access, Choice, and Accountability Act of 2014 (VACA Act)]

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.

**ALL FEES ARE SUBJECT TO CHANGE DUE TO STATE LEGISLATIVE ACTION OR RCCD BOARD POLICY CHANGES**



**Section II**  
**STUDENT INFORMATION**

**STUDENT INFORMATION**

## ACADEMIC APPEALS BY STUDENTS

When a student takes issue with an instructional decision /academic matters or an application of a stated policy, the student should first discuss this matter with the faculty member who made the decision or applied the policy. If the matter cannot be resolved through this initial discussion, the student has the right to appeal the decision or application through regular college channels. See Administrative Policy 5522 or the Student Grievance Process for Instruction and Grade Related Matters in the catalog for details.

In non-academic matters, the appeal procedure is comparable, but is made through the appropriate student personnel administrator to the Dean of Student Services, Vice President of Student Services, and thence to the President. The final appeal a student can make is to the Board of Trustees.

Information on students' rights and responsibilities, expected standards of conduct, disciplinary action and the student grievance procedure for disciplinary and matters other than disciplinary can be found in the Student Conduct section of the catalog, Board Policy 5500, and Administrative Policy 5520.

## ACADEMIC HONESTY

Academic honesty and integrity are core values of the Riverside Community College District. Students are expected to perform their work independently (except when collaboration is expressly permitted by the course instructor). Believing in and maintaining a climate of honesty is integral to ensuring fair grading for all students. Acts of academic dishonesty entail plagiarizing—using another's words, ideas, data, or product without appropriate acknowledgment—and cheating—the intentional use of or attempted use of unauthorized material, information, or study aids on any academic exercise. Students who violate the standards of student conduct will be subject to disciplinary action as stated in the "Standards of Student Conduct," 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 coursework 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 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 Charles A. Kane Student Services and Administration Building at Riverside City College, and the Student Services offices at the Moreno Valley and Norco colleges. For information on challenge procedures, see page 7.

Students must initiate this process well in advance of the semester in which they plan to register. Students will be informed of the results of the evaluation in a timely manner prior to the term in which they plan to enroll.

## THE ARTS

### ART

The visual arts at 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 Riverside City 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 Program at Riverside City College provides a full schedule of classes and activities that meets the needs of dance majors and minors as well as the general education student. In addition to its broad range of dance technique and lecture courses, RCC Dance also sponsors:

- master classes in dance and Pilates with notable guest artists;
- on-campus and off-campus performance opportunities; and
- two major concerts during the year at Landis Performing Arts Center.

The RCC faculty dance concert, Kinetic Conversations, features faculty choreography and performance, student dancers, and guest artists. The student dance concert, Celebrate Dance, focuses on the work of RCC student choreographers and dancers during the Spring semester. 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. The work of RCC Dance students, faculty and guest artists has often been selected to be 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 represents RCC at various on-campus events. Concert and ensemble auditions are open to all students. Students interested in auditioning should check the Dance department website: [www.academic.rcc.edu/dance](http://www.academic.rcc.edu/dance) or be a friend of RCC Dance on Facebook.

## MUSIC

The Music department provides classes that meet all the requirements for transferring students with a major or minor in music, and encourages all students to make music activities a significant and memorable part of college life.

RCC music organizations include Chamber Singers, Vocal Jazz Ensemble, College Choir, Master Chorale, Symphony Orchestra, Wind Ensemble, Concert Band, Jazz Ensemble, Guitar Ensemble, Percussion Ensemble, Piano Ensemble and the Marching Tigers Band.

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, Beach Volleyball, Cross Country, Softball, Soccer, Swimming and Diving, Tennis, Track, Volleyball and Water Polo.

Both Soccer teams practice and play at the Norco College.

Questions about athletic eligibility should be directed to the Director of Athletics or the head coach of the sport of interest ([Rccathletics.com/landing/index](http://Rccathletics.com/landing/index)).

## COLLEGE BOOKSTORE

Students are able to order their textbooks when registering through MyPortal. The bookstore offers many choices for textbooks which may also be ordered at [www.riversideccshop.com](http://www.riversideccshop.com).

Students may sell their textbooks and certain workbooks back to the bookstore throughout the semester. Textbook purchases can be picked up or delivered for a nominal fee. See website for more details.

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 bookstore offers a large assortment of snacks, RCC gear, supplies and technology.

### Return policy

The bookstore accepts cash, credit cards and bookstore 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.



## CALWORKS PROGRAM

The CalWORKs program is 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 four-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 CalWORKs staff continues to seek additional CalWORKs-eligible students so that support services can be provided to ensure their success in school and the workplace. Students receive 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
- Assistance with county requirements

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

It is recommended that students participate in at least two hours of study time for every lecture hour in class. Below is a chart converting units to hours spent in class along with the recommended study time per term for on-campus, online and hybrid classes.

Course Units:	Class Lecture Hours Per Term:	Recommended Study Time Per Term:
1 Unit	18 Hours	36 Hours
2 Units	36 Hours	72 Hours
3 Units	54 Hours	108 Hours
4 Units	72 Hours	144 Hours
5 Units	90 Hours	180 Hours
6 Units	108 Hours	216 Hours

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.

## COMMUNITY FOR ACADEMIC PROGRESS (CAP)

Community for Academic Progress (CAP) 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 CAP or for more information, call the CAP direct line (951) 328-3661 or email [cap@rcc.edu](mailto:cap@rcc.edu).

## COMPLETION COUNTS THROUGH PATHWAYS

Full-time, first-time freshmen who are prepared to enroll in college level English and math can sign a two-year contract for the Pathways. Students receive early access to the courses they need to complete their educational goal and have opportunities to participate in workshops and co-curricular activities that support their end goals. Participants have regular meetings with a counselor and access to an educational advisor to discuss their academic progress. Students who comply with the terms of their contract can complete their RCC degree/program within two years.

Students who are not fully prepared to enroll in college-level English and math can sign a one-year contract with the goal of reaching college-level coursework by the end of that first year. Students who achieve the goals of this contract are automatically eligible for the two-year Pathway.

To learn more about the Completion Counts through Pathways initiative contact:

The Welcome Center  
Kane Building, Room 101  
(951) 222-8574

## COUNSELING CENTER

The Riverside City College Counseling department provides a supportive, student-centered, and holistic approach to education that seeks to maximize the potential of each individual student with integrated student support services. As student advocates and consultants to the college community we are committed to fostering a professional environment that stimulates learning, respects diversity, and promotes the development and success of students in accordance with the guided pathways. Riverside Counseling faculty are committed to:

- Maintaining the highest ethical standards in our profession
- Promoting students' academic, social, and emotional success
- Empowering students to be positive change agents in our global world
- Sustaining a campus environment that supports the holistic development of each student

Counselors work with students in planning and achieving their personal, educational, and career/vocational goals through:

- Individual counseling appointments, express/drop-in counseling, online counseling, and online counseling
- Online Orientation
- Welcome to College In-Person Workshops
- Student Educational Plans (SEPs)
- Academic progress/probation/dismissal counseling
- Transfer course selection for UC, CSU and private universities
- Information on certificate and associate degree requirements
- Instruction of guidance courses
- Referrals to other support services
- Career exploration counseling
- Assessment and interpretation of career inventories
- Student Success Workshops
- Transcript evaluation and interpretation
- Support to the different Pathways Engagement Centers

### RCC Counseling Career Center

The Riverside City College's Career Center mission is to enhance student success by providing services that will help students become active participants in the career development process. The Career Center prepares students on how to make informed career choices based on personality, skills, goals and values as well as providing access to employment opportunities, internships and a host of other resources and services.

#### Career Center Services:

- Career Assessments and Interpretations
- Career Counseling
- One-on-One Career Exploration assistance
- Career Workshops
- Computer access to utilize internet resources, eureka online, researching majors, writing resumes, interviewing assistance, researching occupations, labor market information, and career planning
- Guest speakers from different career fields
- Library of books and materials related to the job market, career trends and career fields

### RCC Counseling Transfer Center

The Riverside City College's Transfer Center mission is to increase the transfer function and the number of students applying 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, Veterans, international, 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.
2. 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 corroboratively with college governing boards, administrators, academic senates, university representatives, and campus programs to ensure that quality transfer services are available to students. Develop a practice of monitoring and evaluating student outcomes by compiling data in collaboration with the RCC Research department.

#### Transfer Center Services:

The Transfer Center provides many services, resources, programs, and information to students who are interested in transferring to four-year colleges/universities, including:

- Information on transfer requirements
- Classroom presentations gear to engage students about the transfer process.
- 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.
- 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, and tips on answering the UC Personal Insight Questions.
- Transfer Workshops focusing on out-of-state and private institutions.
- 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 who received acceptance notices to a four-year college/university.

#### Resources:

- Books and college handouts to assist in major and college/university campus selection.
- Internet access for online admissions applications.
- Monthly calendar of events/workshops/university representatives in the Transfer Center.
- Advertisement of events via social media.



**Contact Information**

RCC Transfer Website:

<http://www.rcc.edu/services/counseling/Pages/Transfer-Center.aspx>

For more information please call: (951) 222-8446

**How to Schedule an Appointment with a Counselor**

Students must schedule counseling appointments with their home college. New students may make an appointment with a counselor after completing Orientation, Assessment and Counseling (OAC). OAC is completed online through MyPortal. Riverside City College students may call the Counseling department at (951) 222-8440 to schedule an appointment or can schedule online at <https://esars.rccd.edu/Riverside/Counseling/eSARS.asp?WCI=Init&WCE=Settings>. Counseling hours vary by term. The Counseling department is located on the second floor of the Dr. Charles A. Kane (CAK) Student Services and Administration Building.

**DISABILITY RESOURCE CENTER**

The Disability Resource Center (DRC) provides appropriate, accessible, and reasonable academic adjustments to students with documented disabilities who request such services.

The DRC office facilitates and encourages academic achievement, independence, self-advocacy and social inclusion for students with disabilities. The DRC office is also committed to serving as a resource to staff and faculty in order to ensure the entire college is fostering a welcoming environment for students with different abilities.

Academic adjustments are determined after a review of disability documentation and through an interactive process with a DRC faculty counselor or coordinator.

Academic adjustments are determined on a case-by-case basis. Types of services available through the office may include:

- Alternate media and adaptive technology
- Electronic text
- Priority registration
- Sign language interpreting
- Real-time captioning
- Testing accommodations
- Note-taking assistance
- Disability counseling
- Mobility assistance
- Others

The High Tech Center lab is located within the DRC office and provides a space for students to utilize various forms of adaptive technology. All services to students are free.

The Disability Resource Center office is located in the Dr. Charles A. Kane Student Services and Administration Building, Office #130.

Riverside DRC office: (951) 222-8060

Office Location: CAK 130

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.

If a student does not wish to register for services at the DRC, they may contact the District Director of Diversity, Equity, and Compliance in order to address their disability-related needs.

For more information, please refer to RCCD Board Policy 5140: Disabled Student Programs and Services, Title V of the California Education Code, the Americans with Disabilities Act (2008), or the Rehabilitation Act of 1973.

**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 sophomores, 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

To be eligible a student must:

1. Be a California resident (AB540 students accepted)
2. Be enrolled in 12 or more units
3. Have completed fewer than 45 units
4. Qualify for CCPG (formerly BOGW) "A" or "B" (through the Student Financial Services office)
5. Have an educational disadvantage (determined by RCC Assessment scores or other factors)
6. Returning EOPS students must have been in good standing in their previous semester

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 a California resident or AB 540 student
2. Be an eligible full-time EOPS student with 2.0 GPA (good standing)
3. Be a single parent/head of household

4. Student must be 18 years of age or older
5. Must be an AFDC/CalWORKs recipient
6. Have a child under the age of fourteen years of age
7. 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 services available at Riverside call (951) 222-8045.

## STUDENT FINANCIAL SERVICES

The Student Financial Services (SFS) department at RCC strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs. SFS will educate students on how to apply for various types of financial assistance and will provide a variety of resources to students to educate them about financial aid. Through continual staff training and software updates, SFS strives to provide an accurate and efficient environment for staff and students. SFS will educate staff regarding new policies and procedures through on- and off-campus training and conferences as well as visits to other community colleges to learn best practices.

### Applying for Financial Aid

The application used in applying for financial assistance is the Free Application for Federal Student Aid (FAFSA). The FAFSA application is available online at [www.fafsa.gov](http://www.fafsa.gov). Students who are not eligible for the FAFSA application and meet the AB 540 residency requirements may complete the California Dream application online at <http://dream.csac.ca.gov>. There are workshops available to assist students with completion of the FAFSA/Dream Application. For workshop times and dates, please view the SFS website at [www.rcc.edu/studentfinancialservices](http://www.rcc.edu/studentfinancialservices), under workshops. Make sure to list the correct school code on the FAFSA/Dream application.

College	FAFSA School Code	Dream School Code
Riverside City College	#001270	#00127000
Moreno Valley College	#041735	#04173500
Norco College	#041761	#04176100

The FAFSA/Dream application is available now for 2018-19. The 2019-2020 application will be available October 1, 2018. Complete the 2018-19 FAFSA/Dream application by March 2, 2019 to meet California state grant application deadline.

When completing the FAFSA application, apply for a FSA ID number to electronically sign the online FAFSA. Dependent students will have a parent apply for their own FSA ID number. Parents will need to sign the FAFSA until the student is 24 years of age or no longer considered a dependent student. Dream applicants can apply for a PIN number to sign the application through the Dream Application website.

Once the application is completed the results will be sent to RCC. Students must have an RCC admissions application on file in order for the application to be received. All students are issued a RCCD email account. Directions to activate and access the email account are online at [www.rcc.edu](http://www.rcc.edu), under the Admissions and Records webpage. An email is sent to the student email account outlining financial aid steps. Required documents will be listed on MyPortal under “required documents by year.” Forms are available on the SFS website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) under required forms by year and can be turned in at the SFS office.

Dependent students who cannot provide parents’ information on the application must first complete the application and submit it online. After completing the application visit the SFS office regarding a Petition for Independent Status (Dependency Override).

Financial aid disbursements are issued from a third party agent. All students who complete their financial aid file with RCC will receive information from the disbursing company on the disbursement options available. Students may choose direct deposit into their personal account, a debit card from Bank Mobile or paper check. All students eligible for financial aid must make a choice in order to avoid delay.

The FAFSA will determine eligibility for federal and state waivers, grants and loans. The Dream application will determine eligibility for the The California College Promise Grant “CCPG” (Formerly BOGW)

- **The California College Promise Grant “CCPG”** (Formerly BOGW) is a program which waives enrollment fees for qualifying CA resident students and eligible AB 540 non-resident waiver students. Only the name changed for this program. If eligible, the CCPG will waive enrollment fees. During the fall and spring semesters, the parking fee will be reduced to \$30 per semester. The CCPG does not pay for books or other educational supplies, the student services, health or transportation fees or additional class fees (such as art and CPR fees as listed in the schedule of classes). California residents complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov) and list school code #001270 and you will be automatically awarded the CCPG if eligible. AB 540 students complete the California Dream Application online at <https://dream.csac.ca.gov>, and list school code #00127000 and you will be automatically awarded the CCPG if eligible. An email is sent to the RCCD student email account when the CCPG eligibility is available on MyPortal under the financial aid award letter. No separate application is required.

Students on academic dismissal will not be eligible for the CCPG. Loss of CCPG appeals are available in the Admissions and Record office.

Non-resident students may be eligible to apply for a non-resident tuition deferment if eligible for financial aid. This deferment is 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 Stafford Direct Loan funds. For more information, view the “information for non-resident” chapter in our consumer guide online at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

- Federal Pell Grant** (up to \$5,920 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 students withdraw from courses and owe a refund or do not successfully pass courses). The information provided on the Free Application for Federal Student Aid (FAFSA) is used to produce an Expected Family Contribution (EFC). This EFC number will determine eligibility for the Pell Grant and for how much. The number of units enrolled in and college satisfactory Academic Progress also determine eligibility. Students enrolled less than half-time (less than six units) may qualify for a Pell Grant. Once all application procedures are completed with the SFS office, Pell Grant eligibility will be determined. The award letter on MyPortal will list how much financial aid has been awarded, including the Pell Grant. All award letters are based on full-time enrollment and disbursements are adjusted based on units. Students 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 \$1,000 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 students remain in courses and complete them successfully. Due to limited funding, priority is given to students who apply for the FAFSA by priority deadlines and qualify for the maximum Pell Grant award. This grant is limited and is awarded until funds are exhausted.
- Cal Grants** (up to \$1,672 per academic year) are awarded by the California Student Aid Commission (CSAC) to California residents or eligible AB 540 Dream applicants 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 2<sup>nd</sup> of every year. For students attending California Community Colleges, there is an additional deadline of September 2<sup>nd</sup>. To apply for the Cal Grant awards, students complete the FAFSA or Dream application and have a GPA verified by the above deadlines. The student's financial aid file must be completed, an eligible academic program (major) on file with the Admissions and Records office and Satisfactory Academic Progress (SAP) standard must be met to qualify.

Disbursement is contingent upon eligibility and funding. Cal Grant eligibility is available online at <https://mygrantinfo.csac.ca.gov/logon.asp>.

For more information on other California State Grant programs, including the Full-time Success Grant and California College Completion Grant, please visit our California State Grant webpage at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

- Chafee Grant Program** provides grants of up to \$5,000 to eligible foster youth. Disbursement is contingent upon eligibility and funding. To qualify, you must:

  - Be a current or former foster youth\*
  - Not have reached your 22<sup>nd</sup> birthday as of July 1 of the award year
  - Have financial need

\*To qualify, foster youth dependency of the court must have been established between the ages of 16 and 18. KinGap youth who are or were eligible to receive Independent Living Program services, guardian placements and voluntary placements may not be eligible for the California Chafee Grant unless court dependency was established between the ages of 16 and 18.

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 (six 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 or Dream 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](http://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** (\$1,000 per academic year) is for participants who intend to teach or supervise in the field of childcare and development in a licensed children's center. Students must be enrolled in at least half-time (six units) that lead to a Child Development Permit during the fall and/or spring semester and must meet Satisfactory Academic Progress (SAP) for each semester. A paper application is available in April and can be picked up in the SFS office or Early Childhood Education office. It is also available online at [www.csac.ca.gov](http://www.csac.ca.gov) for printing. It must be completed and submitted to the Early Childhood Education office. (Please check their website for hours and locations.) The deadline to submit this application is May 15<sup>th</sup>. A FAFSA or Dream application is required for RCCD to determine eligibility for this grant. An 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 \$3,000 per academic year) The FWS program offers students the opportunity to earn additional funding through part-time employment. It also allows students to gain work experience and pay for a portion of their educational expenses. All positions require that students maintain half-time enrollment (three units for summer and winter, six 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](http://www.fafsa.gov) and list the RCC school code #001270. To apply for a FWS position, students must have a completed financial aid file. To view available jobs or for more information on FWS, please view the Student Financial Services website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/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). Students can view a complete loan history at: National Student Loan Data System [www.nsls.ed.gov](http://www.nsls.ed.gov). A Department of Education FSA ID is required to access this website.**

Students must meet the SFS Satisfactory Academic Progress (SAP) standard and must be enrolled at least half-time (six units). 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 should 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/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) for a full list of requirements for applying for a student loan at RCC.
- 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.

If RCC enters into an agreement with you (or your parents) regarding a Federal Direct Loan, we are required to inform you (or your parents) that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

## 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 January. Information and instructions on how to apply is available on our website early in the fall semester at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/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, based on the disbursement method selected. 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/services/studentfinancialservices](http://www.rcc.edu/services/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/services/studentfinancialservices](http://www.rcc.edu/services/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/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) or in the SFS office.
- You may also find additional scholarship resources in the reference section of any library or on the Internet at free scholarship search sites such as [www.fastweb.com](http://www.fastweb.com), [www.scholarshipexperts.com](http://www.scholarshipexperts.com), [www.scholarships.com](http://www.scholarships.com), [www.scholarship.com](http://www.scholarship.com), and [www.scholarshiphunter.com](http://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. 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 by the disbursement method and based on our posted disbursement schedule.



## 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
  - Were enrolled in an eligible program of study prior to July 1, 2012 and either passed the ability to benefit test or met ability to benefit unit requirements. For more information on Ability to Benefit, please review that section in our consumer guide online at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).
- **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 counseling office or via phone at (951) 222-8440.
- **Return of Title IV Funds**  
Students who drop or fail to successfully complete courses, may need to REPAY a portion of financial assistance received. (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 California College Promise Grant CCPG). 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 the home college, if eligible.

If you received federal grant and/or loan funds and withdrew from school before completing 60% of the semester successfully, the amount of grant or loan funds you earned must be determined. If the amount of funds disbursed to you is greater than the amount of funds you actually earned, those unearned funds must be returned. The order in which federal funds are returned to the Department of Education are as follows:

1. Federal Unsubsidized Loan
  2. Federal Subsidized Loan
  3. Federal PELL Grant
  4. Federal Supplemental Educational Grant.
- **Satisfactory Academic Progress**  
All students must meet the SFS Satisfactory Academic Progress (SAP) standard to maintain financial aid eligibility. If the SAP standard is not met, the student becomes ineligible for most types of financial assistance. If determined ineligible for financial aid due to SAP, students may 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/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices).

- **Contact Information**  
Be sure to keep mailing address, phone number, and email address current. This ensures information regarding financial aid is received in a timely manner. This information can be updated via MyPortal 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 the RCCD email account.
- **Social Security Number**  
Be sure that the Social Security number on file with RCC is provided and correct 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 the 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 application, 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.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices) or pick up a disbursement schedule at the RCC office.
- **Veterans**  
Applying for financial assistance through the FAFSA application does not affect GI Bill benefits. All Veterans should apply for financial assistance by completing the FAFSA application online at [www.fafsa.gov](http://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](http://www.rcc.edu). The gainful employment disclosures can be viewed at the programs of study webpage under each program.  
You can find more information regarding Student Financial Services on our website at [www.rcc.edu/services/studentfinancialservices](http://www.rcc.edu/services/studentfinancialservices). If you have any questions, please contact us by email at [studentfinancialservices@rcc.edu](mailto: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.



## 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) 222-8937.

## FOSTER YOUTH SUPPORT SERVICES: GUARDIAN SCHOLARS PROGRAM (GS)

The Guardian Scholars Foster Youth support services program is designed to assist current and former foster youth at RCC. Guardian Scholars can help provide on- and off-campus resources, activities, and other support needed to help our foster students navigate through RCC successfully. For more information please contact the program's Foster Youth Specialist at (951) 222-8251.

## 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 Friday, 8 am to 5 pm.

Services include medical care and psychological counseling; care for common health problems; evaluation and treatment by physicians, registered nurses, licensed vocational nurses, mental health counselors; referrals to a higher level of medical care and/or appropriate professionals in the community; health education; and first aid and emergency care. 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.

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.

## GATEWAY COLLEGE AND CAREER ACADEMY

Located at Riverside City College, Gateway College and Career Academy 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 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.

## GUIDED PATHWAYS

The Guided Pathways Model is designed to provide students with the most direct route to degree completion, greatly increasing a student's chance of graduating or transferring in two years.

Guided Pathways provide students with clear, educationally coherent program maps that include specific course sequences, progress milestones, and program learning outcomes along with discipline specific support to stay on track and complete programs more efficiently and effectively.

## HONORS PROGRAM

RCCD offers an Honors program at each of the colleges in the district: Riverside City College, Moreno Valley College, and Norco College. Each Honors program offers an enriched academic experience for motivated students aiming to transfer to a four-year university or college. Our Honors classes are small (20 students) and taught seminar style. Our students read challenging texts, write original arguments, participate actively in class, and often present their research at statewide conferences. The classrooms are active and dynamic, and the faculty can offer one-on-one mentoring. Honors students also become part of a close-knit community, going on field trips, taking many of the same classes, and often transferring together to the school of their choice.

### To be eligible for the program, current RCCD students need:

- 3.0 GPA in nine 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 first-time college students need:

- 3.0 GPA
- Eligibility for or completion of English 1A
- Completed RCCD application
- Completed Honors program application
- Students will need to complete an Honors program orientation before or during their first semester in the program.

### Benefits:

- Transfer agreements, including the UCLA TAP agreement.
- Smaller classes: Honors classes have a maximum of 20 students and are taught seminar-style, emphasizing active student participation.

- Help in the transfer process: workshops, one-on-one mentoring, help from Honors coordinators and faculty in preparing applications for university admissions and scholarships.
- Field trips: cultural activities, college visits, and other enrichment activities.
- Leadership opportunities. Students may serve as a class advocate on the Honors Advisory Council, as a director in the Honors Student Council, or as a volunteer in outreach activities.
- Our Honors Centers: places for gathering; they allow for informal study groups, personalized interaction with Honors professors, access to transfer advice and research materials, and a general sense of belonging to a cohort of similarly-interested students.
- Scholarships and essay contests.

For more information:

Website <http://academic.rcc.edu/honors/>  
 Facebook page (“RCCD Honors Program”)  
 Video [www.youtube.com/RCCDHonors](http://www.youtube.com/RCCDHonors)  
 Phone (951) 222-8562

## 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 10 working day posting period expires. Only 10 flyers and two posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

## CENTER FOR INTERNATIONAL STUDENTS AND PROGRAMS

The Center for International Students and Programs (CISP) oversees the Student and Visitor Exchange Program (SVEP) which authorizes RCCD to host foreign national students in compliance with the Department of Homeland Security (DHS). Riverside City, Moreno Valley and Norco colleges host nearly 400 international students each semester from over 50 countries.

Riverside California offers international students the opportunity for a quality American college experience in a state known throughout the world for its superior education system. As an integral part of the California higher education system, RCCD offers associate degrees for transfer and students may also take advantage of the Transfer Admission Guarantee (TAG) program at several UCs.

## JOB PLACEMENT SERVICES

Job Placement is an employment service provided at Riverside City College to assist students with their job search efforts. Job Placement is located in the Student Financial Services building and office hours are Monday through Friday 7:30 am - 4:30 pm.

Jobs on campus may be accessed through the internet at <http://jobs.rcc.edu>. Jobview kiosk machines are available on all three colleges for online 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, Online Job Search, and Annual Career/Fairs and Recruitment. For additional information, you may contact the office by calling (951) 222-8480.

## JUMP START

Jump Start helps students save time and money by reviewing basic skills and getting an exclusive opportunity to place into higher-level classes, spending less time on the road to academic success. This three-week program offers a fast-paced review of basic skills in math and/or English and reading at the end of which a student will retake the placement test. Many students do not utilize the practice tests that are available online and discover that they placed lower in math and English/reading than they should have. They end up taking several semesters of developmental education courses before being allowed to enroll in college-level courses, because they performed poorly on the assessment exam. Students who have not taken a math course and/or English and reading courses at RCC are eligible for Jump Start. It is often available during summer and winter intersessions. Additional information is available by emailing: [jumpstart@rcc.edu](mailto:jumpstart@rcc.edu).

## 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 am – 8 pm  
 Friday: 7:30 am – 4 pm  
 Saturdays: 11 a.m. to 4 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 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.

## THE RIVERSIDE CITY COLLEGE PROMISE

In fall 2017 Riverside City College joined the national and statewide efforts to ensure that students receive a quality community college education at low or no cost. The RCC Promise ensures that tuition is covered, basic fees are paid, and provides textbook assistance to students whose goals are to graduate and transfer within two years (three years for students needing remediation in math and English) by attending college full time. In addition, students receive priority registration, and support from a peer mentor, a dedicated counselor and an educational advisor.

To be eligible students must:

- Graduate from Riverside Unified, Alvord Unified or Jurupa Unified in 2018.
- Be a California resident or eligible through AB 540/ Dream Act status.
- Commit to attending college full time, 12-15 units (fall and spring) totaling 30 units each year.
- List RCC as their home campus.
- Complete a FASFA application.

The Office of Enrollment Service contacts eligible students and invites them to apply. Applications are accepted from February 15th through May 31st.

Contact Information: [The.Promise@rcc.edu](mailto:The.Promise@rcc.edu)

## 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.

## STUDENT ACTIVITIES

Student Activities provides high quality experiences that compliment and enhance the unlimited opportunities for student involvement, leadership, and personal exploration while promoting a college environment that is respectful, safe, inclusive, and collegial. Riverside City College strongly encourages student participation. Student Activities is made up of the following programs and services:

- Support for the Associated Students of Riverside (student government)
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events
- Food Pantry

## 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.

Opportunities for student involvement, leadership, and personal exploration are offered to all RCC students. The Student Activities office is located on the second level of the Bradshaw Building. For more information please call (951) 222-8570.

### Athletics

Student Athlete Advisory Council  
Student Athletic Training

### Career

Auto Club  
Culinary Club  
Law Society  
Leading Educators of Tomorrow

### Departmental

Art Club  
Auto Club  
Business Leaders of Tomorrow  
Biological Sciences  
Photo Club  
Nurses Organization  
Future Teachers in Action

### Honor/Service

Alpha Gamma Sigma

### Religious

LDSSA  
The Well Christian Club

### Multicultural/Ethnic

Puente  
Ujima Project

### Special Interest

Active Minds  
Graphix Club  
Gender and Sexuality Awareness  
International Students  
Marching Tigers  
Model United Nations  
MUSE  
RCC Dancers  
Student Sustainability Collective

## 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, giveaways, films) is provided by the ASRCC. A master calendar of these events is maintained in the Student Activities office.

## DEAN OF STUDENT SERVICES

The College Dean of Student Services department is comprised of several student support programs and responsibilities. In addition the Dean's department hosts a variety of support, equity, and diversity events for the College. For more information please call (951) 222-8073.

**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, major field of study, dates of attendance, enrollment status, (e.g., full time/part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students 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 268.

**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 GOVERNMENT**

Riverside City College 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 appointed positions, committees or by becoming involved in a wide range of other activities. An extensive program of activities is provided by the ASRCC. A calendar of these events is maintained in the Riverside Bradshaw Center as well as the Student Government Center located outside of the Cafeteria. New and exciting activities are always planned. Please stop by and find out how you can get involved. You may also check out our website at [www.rcc.edu/arscc/Pages/Welcometo-ASRCC.aspx](http://www.rcc.edu/arscc/Pages/Welcometo-ASRCC.aspx).

**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 start at the current federal minimum wage (currently \$11 per hour); however, some positions may start at a higher rate of pay. The benefits of student employment include:

- Supervisor will work around a student's class schedule
- Helps students pay for educational expenses
- Helps students gain work experience

There are multiple types of employment through the Student Employment Program:

**1. Federal Work Study (FWS)**

Students must:

- Have completed the Free Application for Federal Student Aid (FAFSA) which can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Have completed their financial aid file.
- Have been determined eligible for financial aid.
- Meet the Student Financial Services Satisfactory Academic Progress standard.
- Maintain at least half-time enrollment.
- Maintain a minimum 2.0 cumulative GPA.

Students have the potential to be awarded and earn up to \$3,000 during a fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>)

Types of FWS Programs

- On-Campus positions
- Off-Campus positions
  - a. America Reads
  - b. America Counts
  - c. Community service
  - d. 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 half-time enrollment.
- Maintain a minimum 2.0 GPA.

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 a FWS or District position. For more information please refer to our website

[www.rcc.edu/workforceprep/Pages/HomePage.aspx](http://www.rcc.edu/workforceprep/Pages/HomePage.aspx).

Federal Work Study and District positions may be viewed at <https://jobs.rcc.edu/applicants/jsp/shared> 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 units during intersessions. Dismissal students will be limited to five units during intersession.

### Standards for Probation

Riverside Community College District utilizes two major standards for evaluating satisfactory academic progress. These are as follows:

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50%.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor 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

### References:

Ed Code Section 66300, 66301, 76033;  
Accreditation Standard II.A.7.b  
Health and Safety Code Section 11362.79  
34 C.F.R. Part 86, et seq.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion. The Board of Trustees shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board of Trustees on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog(s) and other means.



The following conduct shall constitute good cause for discipline, including, but not limited to, the removal, suspension or expulsion of a student.

1. Causing, attempting to cause, implying, or threatening to cause, harm to another person whether or not the threat is in writing, by electronic means (including social media) or in person. Harm is defined as, but not limited to, physical harm, harm to profession (defamation) or psychological harm.
 

Threats of any kind directed at anyone on District property or one of its approved educational sites will not be tolerated. District police shall be called by the receiver of the threat or anyone on behalf of the receiver.
2. Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred by the Chancellor.
3. Possessing, using, selling, offering to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5. It is also unlawful under federal law, to possess, use, sell, offer to sell, furnish, or be under the influence of, any controlled substance, including medical marijuana.
4. Committing or attempting to commit robbery, bribery, or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willfully or persistently smoking, including e-cigarettes and vapors in any area where smoking has been prohibited by law or by policy or procedure of the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior toward an individual or group based on ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, military or 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 (1) of section 422.6 of the Penal Code, or any other status protected by law.
10. Engaging in negligent and/or willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
11. Engaging in disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel.
12. Engaging in dishonesty. Forms of Dishonesty include, but are not limited to:
  - a. Plagiarism, defined as presenting another person's language (spoken or written), ideas, artistic works or
  - b. Cheating, defined as the use of information not authorized by the Instructor for the purpose of obtaining a grade. Examples include, but are not limited to, notes, recordings, internet resources and other students' work;
  - c. Furnishing false information to the District for purposes such as admission, enrollment, financial assistance, athletic eligibility, transfer, or alteration of official documents;
  - d. Forging, altering or misusing District or College documents, keys (including electronic key cards), or other identification instruments.
  - e. Attempting to bribe, threaten or extort a faculty member or other employee for a better grade;
  - f. Buying or selling authorization codes for course registration access.
13. Entering or using District facilities without authorization.
14. Engaging in lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions.
15. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
16. Engaging in persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. Preparing, giving, selling, transferring, distributing, or publishing, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure without authorization.
18. Using, possessing, distributing or being under the influence of alcoholic beverages, controlled substance(s), or poison(s) classified as such by Schedule D, Section 4160 of the Business and Professions Code, while at any District location, any District off-site class, or during any District sponsored activity, trip or competition.
  - a. In accordance with Section 67385.7 of the Education Code and in an effort to encourage victims to report assaults, the following exception will be made: The victim of a sexual assault will not be disciplined for the use, possession, or being under the influence of alcoholic beverages or controlled substances at the time of the incident if the assault occurred on District property or during any of the aforementioned District activities.
19. Violating the District's Computer and Network Use Policy and Procedure No. 3720 in regard to their use of any, or all, of the District's Information Technology resources.
20. Using electronic recording or any other communications devices (such as MP3 players, cell phones, pagers, recording devices, etc.) in the classroom without the permission of the instructor.

21. Eating (except for food that may be necessary for a verifiable medical condition) or drinking (except for water) in classrooms.
22. Gambling, of any type, on District property.
23. Bringing pets (with the exception of service animals) on District property.
24. Distributing printed materials without the prior approval of the Student Activities office. Flyers or any other literature may not be placed on vehicles parked on District property.
25. Riding/using bicycles, motorcycles, or motorized vehicles (except for authorized police bicycles or motorized vehicles) outside of paved streets or thoroughfares normally used for vehicular traffic.
26. Riding/using any and all types of skates, skateboards, scooters, or other such conveyances is prohibited on District property, without prior approval.
27. Attending classrooms or laboratories (except for those individuals who are providing accommodations to students with disabilities) when not officially enrolled in the class or laboratories and without the approval of the faculty member.
28. Engaging in intimidating conduct or bullying against another person through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; doxing and cyberbullying.
29. Abuse of process, defined as the submission of malicious or frivolous complaints.
30. Violating any District Board Policy or Administrative Procedure not mentioned above.

### Responsibility

- A. The Chancellor is responsible for establishing appropriate procedures for the administration of disciplinary actions. In this regard, please refer to Administrative Procedure 5520, which deal with matters of student discipline and student grievance.
- B. The Vice President of Student Services of each college will be responsible for the overall implementation of the procedures which are specifically related to all nonacademic, student related matters contained in Administrative Procedure 5520.
- C. The Vice President of Academic Affairs of each college will be responsible for the overall implementation of the procedures which are specifically related to class activities or academic matters contained in Administrative Procedure 5522.
- D. For matters involving the prohibition of discrimination and harassment, the concern should be referred to the District's Diversity, Equity and Compliance office.
- E. The definitions of cheating and plagiarism and the penalties for violating standards of student conduct pertaining to cheating and plagiarism will be included in all schedules of classes, the college catalog, the student handbook, and the faculty handbook all of which are produced and posted to the college websites. Faculty members are encouraged to include the definitions and penalties in their course syllabi.

Date Adopted: May 15, 2007

(Replaces the Standards of Student Conduct portion of Policy 6080)

Revised: May 17, 2011

Revised: August 20, 2013

## STUDENT DISCIPLINE PROCEDURES

References: AP 5520

Education Code Sections 66017, 66300, 72122, 76030 and 76032

### I. General Provisions

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120 and will not be used to punish expression that is protected.

### II. Definitions

District - The Riverside Community College District

Student - Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor - Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension - Exclusion of the student by the Vice President of Student Services or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion - Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from class - Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Loss of privileges - Loss of Privileges denies, for a designated period of time, a student's attendance on District property to specified activities (library privileges, football game, club activities, or other non-instructional activities) and will be delineated in a written notification to the student.

Restitution - This is financial reimbursement to the District for damage or misappropriation of property. Reimbursement may also take the form of appropriate service to repair or otherwise compensate for damage.

Written or verbal reprimand - An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the District. A record of the fact that a verbal reprimand has been given may become part of a student's record at the District for a period of up to one year.

Withdrawal of Consent to Remain on Campus - Withdrawal of consent by the President or designee for any person to remain on campus in accordance with California Penal Code Section 626.4 where the President or designee has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day - Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

III. Actions That May Be Taken Prior to Suspension or Expulsion  
The following actions may be taken by appropriate personnel prior to considering suspension or expulsion:

1. Removal from Class (Education Code Section 76032) - Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the appropriate Department Chair person and/or the Dean of Instruction, who will in turn notify the Dean of Student Services or designee. The Dean of Student Services or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests it, the Dean of Student Services or designee shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Dean of Student Services or designee from recommending further disciplinary action in accordance with these procedures based on the facts which led to the removal.
2. Immediate Interim Suspension (Education Code Section 66017) - The President or designee may order immediate suspension of a student where he or she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.
3. Withdrawal of Consent to Remain on Campus - The President or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the President or designee, a written report must be promptly made to the Chancellor.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven (7) days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.

Any person for whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (Penal Code Section 626.4)

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

#### IV. Academic Dishonesty

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) according to the weight of the test or assignment;
  - b. reduce the grade in the course if the weight of the test or assignment warrants grade reduction; or,
  - c. fail the student in the course if the weight of the test or assignment warrants course failure.

The faculty member may recommend to a College Dean of Instruction that the student be suspended from the course. If the course suspension is recommended, the 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 turn the matter over to the Vice President of Student Services who will take appropriate action.

2. If the suspension is upheld, the College Vice President of Student Services will make note of the offense in the student's educational records. A second instance of academic dishonesty may result in expulsion proceedings. Enrollment, tuition, and other applicable fees will not be refunded as a result of disciplinary action for academic dishonesty.

#### V. Process Preceding Suspensions or Expulsions

Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

1. Notice - The Vice President of Student Services or designee will provide the student with notice of the conduct warranting the discipline.
2. Time limits - The notice must be provided to the student within five (5) days of the date on which the conduct becomes known to the Vice President of Student Services or designee; in the case of continuous, repeated or ongoing conduct, the notice must be provided within five (5) days on which the conduct becomes known to the Vice President of Student Services or designee.
3. Meeting - Unless otherwise agreed upon, the student must meet with the Vice President of Student Services or designee within five (5) days after the notice is provided. During the meeting, the student will be given the following:
  - the facts leading to, and in support of, the accusation
  - the specific section of the Standards of Student Conduct that the student is accused of violating
  - the nature of the discipline that is being considered
  - an opportunity to respond verbally or in writing to the accusation
4. Potential Disciplinary Actions
  - a. Short-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a short-term suspension, whether to impose some lesser

disciplinary action, or whether to end the matter. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The Vice President's or designee's decision on a short-term suspension shall be final.

- b. Long-term Suspension - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to impose a long-term suspension. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of this policy describing the procedures for a hearing.
- c. Expulsion - Within five (5) days after the meeting described above, the Vice President of Student Services or designee shall decide whether to recommend expulsion to the Chancellor. Written notice of the Vice President's or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.

## VI. Hearing Procedures

1. Request for Hearing - Within five (5) days after receipt of the President's or designee's decision regarding a long-term suspension, the student may request a formal hearing. The request must be made in writing to the President's or designee's.
2. Schedule of Hearing - The formal hearing shall be held within ten (10) days (excluding weekends and holidays) after a formal request for hearing is received.
3. Hearing Panel - The hearing panel for any disciplinary action shall be composed of one administrator, one faculty member and one student.

The President of the Academic Senate shall, at the beginning of the academic year, establish a list of at least five faculty who will serve on student disciplinary hearing panels. At the time that a hearing is requested, the President will notify the Associated Students President who will provide the name of a student to serve on the panel. This name shall be provided within 48 hours. The President or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

4. Hearing Panel Chair - The President or designee shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.
5. Conduct of the Hearing - The hearing will comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure will be followed:
  - a. The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

- b. The facts supporting the accusation shall be presented by the administrator who issued the disciplinary action.
- c. The administrator and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
- d. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- e. Unless the hearing panel determines to proceed otherwise, the administrator and student shall each be permitted to make an opening statement. Thereafter, the administrator shall make the first presentation, followed by the student. The administrator may present rebuttal evidence after the student completes his or her evidence. The burden shall be on the administrator to prove by substantial of evidence that the facts alleged are true.
- f. The student may represent himself or herself, and may also have the right to be represented by a person of his or her choice, except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. In that case, and if the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the administrator may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.
- g. Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five (5) days prior to the date of the hearing.
- h. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.
- i. The hearing shall be electronically recorded by the District, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.
- j. All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.
- k. Within five (5) days following the close of the hearing, the hearing panel shall prepare and send to the President, a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that



record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### VII. President's Decision

Upon receipt of the Hearing Panel's decision, the President of the College will consider the decision of the Panel.

1. Long-term suspension - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a final written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.
2. Expulsion - Within five (5) days following receipt of the hearing panel's recommended decision, the President shall render a written decision. The President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the President modifies or rejects the hearing panel's decision, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The President will forward his or her decision to the Chancellor with a copy to the hearing panel.

#### VIII. Chancellor's Decision

The Chancellor will review any recommended expulsions. Within five (5) days following receipt of the President's recommended decision, the Chancellor shall render a written recommendation decision to the Board of Trustees. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the President. If the Chancellor modifies or rejects the President's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Chancellor's decision shall be forwarded to the Board of Trustees, with a copy to the President.

#### IX. Board of Trustees Decision

The Board of Trustees shall consider any recommendation from the Chancellor for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122)

The student shall be notified in writing, by registered or certified mail or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within two (2) days after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board of Trustees consider an expulsion recommendation in a public meeting, the Board of Trustees will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board of Trustees may accept, modify or reject the findings, decisions and recommendations of the Chancellor and/or the hearing panel. If the Board of Trustees modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board of Trustees shall be final.

The final action of the Board of Trustees on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

## STUDENT GRIEVANCE PROCESS FOR MATTERS OTHER THAN INSTRUCTION, GRADES OR DISCIPLINE

References:

Education Code Section 76224

Title 5 Section 55024

### I. General Provisions

- A. Purpose: The purpose of this procedure is to provide an equitable means by which a student may pursue a complaint for an alleged violation of college or district policy concerning any student service area program or staff such as, but not limited to, student financial services, disabled students programs and services, EOPS, admissions and records, counseling, library and learning resources, health/psychological services and tutorial services.

Complaints regarding discrimination harassment or retaliation are to be handled in accordance with Administrative Procedure 3435 titled Handling Complaints of Discrimination, Harassment or Retaliation.

Complaints regarding student discipline are to be handled in accordance with Administrative Procedure 5520 Student Discipline Procedures.

Complaints regarding instruction and/or grades are to be handled in accordance with Administrative Procedure 5522 Student Grievance Process for Instruction and Grade Related Matters.

- B. A grievable action is an action that is in violation of a written college or district policy or procedure, or an established practice. The basis of the grievance is that an action constitutes arbitrary, capricious, or unequal application of a written college or district policy or procedure or an established practice.
- C. Confidentiality: To protect to the maximum extent possible, the privacy of individuals who in good faith file legitimate grievances, these procedures will be considered confidential throughout initial consultation, preliminary and final review, and appeal, unless required to be disclosed pursuant to a court order or state or federal law. Confidentiality will also be afforded to the respondent to avoid unwarranted damage to reputation. Breach of confidentiality by any party to the grievance is considered unethical conduct and may be subject to disciplinary action. However, those involved in the hearing process may seek consultation and/or guidance from the District's General Counsel, or appropriate administrators.



There may be cases where disclosure of part or all of the proceedings and final outcome must be considered to provide a remedy to the student, to correct misperceptions of the reputations of parties to the grievance, or for the best interests of the institution. In these cases, if, and only if, deemed appropriate by majority vote of the grievance committee in concurrence by the President, public disclosure will be directed through the President's office.

- D. Protections for complainants: Any student has the right to seek redress under these procedures and to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.
- E. Abuse of process: A student must proceed with a complaint in good faith. Abuse of process, malicious complaints or frivolous complaints may be grounds for disciplinary action.

## II. Definitions

- A. District - The Riverside Community College District
- B. Student - Any person currently enrolled as a student at any college or in any program offered by the District.
- C. Instructor - Any academic employee of the District in whose class a student is enrolled, or a counselor who is providing, or has provided, services to the student, or other academic employee who has responsibility for the student's educational program.
- D. Day - Days during which the District is in session and regular classes are held, excluding weekends and holidays.
- E. Time Limits - Any time specified in the above procedures may be shortened or lengthened if there is mutual agreement by all parties.

## III. Informal Consultation Process

A student has 120 calendar days from the date of the incident or situation giving rise to the grievance to initiate the informal consultation process.

- A. A student will be encouraged to contact the individual responsible for the situation which is the subject of the grievance and attempt, in good faith and in a professional manner, to resolve the concern informally.
- B. If the issue is not resolved with the individual who is the subject matter of the grievance, the student may file a written Request for Consultation with the Dean/Director, or designee, responsible for the Department/individual that is the subject of the grievance. Forms will be available from the office of the Dean/Director or the appropriate Vice President. The Dean/Director will convey a decision to all affected parties, as well as note that decision on the form.

## IV. Grievance Process and Formal Hearing

If the issue is not resolved through informal consultation, the student may file a written grievance, requesting a formal hearing, within thirty (30) calendar days of the informal consultation with the Dean/Director. The written request should contain a statement detailing the grievance to be resolved, and the action or remedy requested. The student will direct this grievance to the President. The student must notify the President at the time the student submits his/her request for a formal hearing if an accommodation for a disability will be needed at the hearing.

A student may withdraw a request for a formal hearing at any time by notifying the President by phone or email. However, a grievance withdrawn from the formal hearing process will be deemed without merit and cannot be refilled.

- A. Upon receipt of the request for formal hearing, the President will, within three (3) days, excluding weekends and holidays, of receipt of the request for hearing, appoint an administrator (not the Vice President who oversees the individual or department that is the subject of the grievance) to serve as chair of a grievance committee for the hearing.
- B. The formal hearing will be conducted before a College Grievance Committee. This committee will be composed of the following individuals:
  1. Two (2) students appointed by the College Associated Students President.
  2. One (1) faculty member appointed by the College Academic Senate President.
  3. One staff member appointed by the President.
  4. One Dean/Director level administrator (not connected with the individual or department that is the subject of the grievance) appointed by the President.
  5. One Vice President (not connected with the individual or department that is the subject of the grievance) appointed by the President of the College to serve as the chair of the committee. This individual may be from another College in the District. The chair of the committee will not vote in the final decision.
- C. The College Grievance Committee Chair will:
  1. Within a reasonable time period not to exceed twenty (20) days (excluding weekends and holidays) set a reasonable time and date for the hearing as well as a reasonable time limit for its duration. In the event the parties are not available within the 20 days, the Chair has the discretion of extending the time period, with notification to the parties.
  2. Arrange for a disability accommodation if requested pursuant to the above.
  3. Within three (3) days, excluding weekends and holidays, after setting the hearing date, notify both parties that they are to provide to the Chair signed written statements specifying all pertinent facts relevant to the grievance. A copy of these statements will be given, by the Chair, to the other party, as well as the Grievance Committee members. At this time, both parties will also be invited by the Chair to submit a list of potential witnesses and the rationale for calling them. Each party's witness list will be given to the other party and to the Grievance Committee. Witnesses will be called at the discretion of the Grievance Committee Chair. This signed statement and witness list is to be received by the Chair no later than 10 days prior to the hearing.

Individuals approached by either party to act as a witness for that party are not under any obligation to do so and may decline to be a witness. Any witness has the right to cooperate in an investigation or otherwise participate in these procedures without intimidation, threat of retaliation or retaliatory behavior. Any such behavior, verbal or written, in response to participation in the grievance process is prohibited and may be regarded as a basis for disciplinary action.

4. Notify the parties that they are entitled to bring a representative, from within the District, to assist them during the hearing. The representative's role is restricted to assisting the party. He/she may not actively participate in the grievance hearing or engage in the proceedings. The Representative must be an individual from within the District (student or employee). Legal representation is prohibited.
  5. Notify both parties as to who the members of the grievance committee will be. Each party will be allowed one (1) opportunity to request that a committee member be replaced with a different person because of perceived bias or conflict of interest. Any such requests must be directed to the committee chair within two (2) days of notification of who the committee members will be and will state the perceived bias or conflict of interest. At that time, the committee chair may excuse that committee member and seek a replacement.
  6. Provide, to the parties and Grievance Committee, prior to the hearing, a copy of the document titled Grievance Hearing Protocol, which shall serve as a guideline during the hearing. Any requests for deviations from, or additions to, the hearing protocol, shall be addressed to the Committee Chair who will make the decision on whether or not the deviation or addition will be allowed.
  7. Develop a list of questions, or intended areas of inquiry, sending it to both parties and the Grievance Committee at least three (3) days (excluding weekends and holidays) in advance of the hearing.
  8. Maintain an official recording (audio or video) of the proceeding which will be kept in a confidential file but be available for review by either party. Individual parties will not be allowed to have their own recording device.
  9. Ensure that the formal hearing will be closed to the public.
- D. The Grievance Committee will:
1. Judge the relevancy and weight of testimony and evidence. The committee will make its findings of fact, basing its findings on the evidence presented. It will also reach a decision by a simple majority vote for disposition of the case.
  2. Submit its findings of fact and disposition to each party and the Vice President within ten (10) days (excluding weekends and holidays) of the completion of the formal hearing.

#### V. Appeals

- A. Either party, within five (5) days (excluding weekends and holidays) of receipt of the Committee's decision, may appeal the decision to the President. The President may:
  1. Concur with the decision of the Committee, or
  2. Modify the Committee's decision. The President will submit his/her decision to each party within ten (10) days (excluding weekends and holidays) of receipt of the Committee's decision. In all cases, final decision will rest with the President.

#### VI. Further Rights to File a Complaint

After a student has exhausted all grievance rights at the College level, the student has the right to file a complaint with any of the following resources:

- A. The Accrediting Commission for Community and Junior Colleges (ACCJC) at [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process). ACCJC is the agency that accredits the academic programs of the California Community Colleges. A complaint associated with the District's compliance with academic program quality and accrediting standards can be filed with this agency.
- B. If your complaint does not concern the District's compliance with academic program quality or accrediting standards, then a complaint may be filed with the California Community College (CCC) Chancellor's Office by completing the form(s) found on the link below: <http://californiacommunitycolleges.cccco.edu/complaintsForm.aspx>.
- C. Any type of complaint may be filed with the California State Attorney General using the form available at: [http://ag.ca.gov/contact/complaint\\_form.php?cmplt=PL](http://ag.ca.gov/contact/complaint_form.php?cmplt=PL).

#### VII. Responsibility

The Vice President will be responsible for the overall implementation of these procedures and will retain a file of all grievances for matters relative to this procedure for this college. This file may be maintained electronically.

(These are the policies and/or procedures at the time of printing. Policies and procedures are continually being updated. In order to be sure that this is the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

#### STUDY ABROAD

Riverside Community College District is dedicated to the concept of a study abroad based education. The faculty-led study abroad program provides students with unique opportunities to enroll in an academically rigorous program of study set in a variety of cultural settings that enable students to participate in cross-cultural experiences as part of the global community.

Previous fall and spring programs have been offered in Florence, Italy, the "birthplace of the Renaissance," and Dublin, Ireland, voted the "friendliest city in the world." The two-week summer tours have been offered in Costa Rica, the Czech Republic, Hungary, Greece, Turkey, Morocco, Kenya, Spain, and France.

For more information contact the Study Abroad office at (951) 222-8340, Quadrangle 100 at Riverside City College.

#### SUPPLEMENTAL INSTRUCTION

Sign up for courses that have a Supplemental Instruction (SI) Leader in addition to your instructor. SI Leaders offer collaborative learning techniques that improve understanding of course content, foster critical thinking, and strengthen positive study habits. Many believe that SI and tutoring are one and the same, but they are not the same. Although tutoring is one of many successful programs provided for students, there is a difference in the roles of tutors and SI Leaders. While tutoring may meet some students' needs, others may prefer study groups. The SI Leader is assigned to a specific section of a

course and is required to attend every class session, take notes, and exemplify model student behavior. The SI Leader meets with classmates outside of class to facilitate group discussions and offer collaborative learning techniques to increase the chances of success in the course. SI is also available in an online format for participating online and hybrid courses. For more information about course sections with an SI Leader, or if you are interested in becoming an SI Leader, please contact: (951) 222-8854/8459.

## TRIO PROGRAM - STUDENT SUPPORT SERVICES (SSS)

Funded by the U.S. Department of Education, the SSS program provides comprehensive academic support to low-income, first-generation students and students with disabilities to increase their retention, graduation and transfer rates.

Services include:

- Personalized academic advising and monitoring
- Tutoring services
- Financial aid information and application assistance
- Transfer information and assistance
- Financial literacy information
- Early registration
- Personal and career development

To be eligible a student must:

1. Be a U.S. citizen or permanent resident, and
2. Have an academic need or educational disadvantage, and
3. Have completed 30 college units or less, and
4. Be low-income, or
5. Qualify as a first-generation college student (neither parent has a four-year degree), or
6. Have a documented disability

For more information contact the SSS program at (951) 222-8312 or [sss@rcc.edu](mailto:sss@rcc.edu).

## TRIO PROGRAM – UPWARD BOUND PROGRAM

Upward Bound is a federally funded program through the U.S. Department of Education. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income households, and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

Services Include:

- After school tutorials at their respective high school.
- College and university visits to expose students to opportunities available to continue their education beyond high school.
- Summer program courses where participants are immersed in college preparatory classes while earning high school and/ or college credit.
- Parent workshops where the parents of Upward Bound students are given valuable information to help their students succeed in high school and beyond.

- Saturday Academies where students receive instruction on how to prepare for SAT/ACT as well as CST and CAHSEE tests. Participants also participate in workshops that include goal setting, study skills, career awareness, college applications, and financial aid.

Student Eligibility:

1. Be a U.S. citizen or permanent resident.
2. Be considered low-income based on the Department of Education's Income Guidelines.
3. Qualify as a first-generation college student (neither parent has a college degree).
4. Have an academic need or educational disadvantage
5. Be currently enrolled at Jurupa Valley, Rubidoux or Patriot high schools.
6. Demonstrate a commitment to completing high school and a potential for college success .

For more information, please contact the Upward Bound Program at (951) 222-8948.

## TUTORIAL SERVICES

Why should you come for tutoring?

- You can increase your independence as a learner
- You can use your limited study time more effectively
- Individual and group sessions are offered
- Tutoring is free to RCCD students
- You can receive up to three hours per week/per subject
- Our tutors not only deliver content information, they motivate, coach, challenge and provide feedback to you.

Tutoring sessions are led by qualified tutors who received an "A" or "B" in the respective courses for which they choose to tutor. They reinforce specific course material emphasized by the professors and use their own successful student experiences to integrate what-to-learn with how-to-learn. All of our tutors come highly recommended by the College's faculty members.

Subject areas offered for tutoring change each semester, but may include math, chemistry, history, psychology, physics, biology, anatomy and physiology, sociology, business administration, computer information, Spanish, French, and many more.

Tutorial Services is here to provide a supportive learning environment to all of our students seeking academic support. We strive to help our students develop the skills necessary to be a successful student and to be prepared for a successful career after graduation.

### How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment:

- Stop by the office or call to see if a tutor is available in the subject area you need help in.
- Be prepared to give the days and times you are available to receive tutoring.
- Make an appointment with the tutor by coming in or calling the office.
- Meet with your tutor during your appointment time on campus.





### How To Become A Tutor

Tutoring offers a great opportunity to earn while you learn! Tutors must have passed the class(es) they are tutoring in with at least a "B" grade or higher and:

- Maintain a GPA of 2.0 or higher each semester
- Complete and submit a student application
- Follow Tutorial Policies and Procedures
- Submit Faculty Recommendation(s) completed by RCCD instructors
- Submit a hire packet to Student Employment
- Enjoy working with and helping others
- Have a positive attitude and enjoy being part of a team
- Maintain enrollment in a minimum of 6 units if actively tutoring during the fall or spring terms
- Maintain enrollment in a minimum of 3 units if actively tutoring during the summer or winter terms.

Students interested in becoming employed as tutors are welcome to pick up an application at the Tutoring Center or call one of the offices for more information. Applications are continually being accepted.

### Center Information

Telephone number: (951) 222-8170

Fax number: (951) 222-8955

### VETERANS ASSISTANCE

Riverside City College provides assistance to Veterans for the following benefit programs:

- Chapter 30 - Active Duty Educational Assistance Program - Montgomery GI Bill - Chapter 30
- Chapter 33 - Post-9/11 GI Bill - Chapter 33, refer to [www.gibill.va.gov](http://www.gibill.va.gov) for updated information
- Chapter 1606 - Selected Reserve Educational Assistance Program
- Chapter 1607 - Reserve Educational Assistance Program (REAP) - Chapter 31
- Chapter 31 - Vocational Rehabilitation
- Chapter 35 - Survivors and Dependents Educational Assistance Program

Veterans may be eligible for priority registration for 15 years following the discharge from active duty. In order to be eligible, Veterans must take a copy of their DD214 discharge papers to RCC Veterans' Services or Admissions office. Active duty military need to show proof of their military ID and orders. Staff there will tell eligible veterans/active duty their priority registration dates.

Veterans seeking to use VA Educational Benefits apply online to the VA at [www.gibill.va.gov](http://www.gibill.va.gov) for their Certificate of Eligibility. One copy must be given to the Veterans' Services office at Riverside City College (RCC).

For questions regarding pay, Certificate of Eligibility or benefits call 1-888-GIBILL-1.

While waiting for the Certificate of Eligibility, students are advised to complete Riverside City College's enrollment process such as completing the online admission application and if required, proceed with completing the placement test and online orientation. All students are encouraged to submit the FAFSA application (Free Application for Federal Student Aid) only at [www.fafsa.gov](http://www.fafsa.gov) for additional financial assistance.

Before a VA Student Educational Plan (SEP) can be developed, all transcripts must be received by RCC 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 RCC Veterans' 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 go over and pick up the VA SEP. After receiving the VA SEP, Veterans can register for approved classes on or after registration date/time. Check the VA website [www.gibill.va.gov](http://www.gibill.va.gov) for the listing of VA approved programs at RCC.

A Veterans Intent and Statement of Responsibility (Blue Form) must be completed and submitted to Veterans Services in order to begin the process of certification. Certification may take two to three weeks during peak times for processing. This form must be submitted to the College every term in order to request benefits and to avoid being dropped from courses for non-payment.

Members or former members of the U.S. Armed Forces may be eligible for priority registration. Active Duty Military members are required to provide a valid Military ID and discharged Veterans must bring a copy of their DD214 (Certificate of Release or Discharge from Active Duty) to Veterans Services to determine eligibility for priority registration. For additional information:

- Contact Veterans Services at (951) 222-8607 or email [veterans@rcc.edu](mailto:veterans@rcc.edu). Additional information is available at [www.rcc.edu/services/veterans/Pages/Veteran-Services.aspx](http://www.rcc.edu/services/veterans/Pages/Veteran-Services.aspx).
- Riverside City College adheres to the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act). For more information please see Military and Veteran Students and Family Members (p. 10).

## ACADEMIC SUCCESS GUIDE

**Academic Counseling (951) 222-8440 / Dr. Charles A. Kane Student Services and Administration 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, and 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 / DLC 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 / Dr. Charles A. Kane Student Services and Administration Building 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/MyPortal Assistance (951) 222-8574 / Dr. Charles A. Kane Student Services and Administration Building**

The Welcome Center provides students assistance with college applications, adding and dropping courses, student email, college tours, registration, and MyPortal.

**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 of peer tutors.

**Veterans Resource Center (951) 222-8607 / Dr. Charles A. Kane Student Services and Administration Building**

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 their students a pattern of courses designed to produce an awareness of self and to provide (1) a basic competence with the English language in its written and spoken form; (2) at least a minimum competence in mathematics; (3) a knowledge of American history and governmental institutions; (4) regard for health, mental and physical, of oneself and of the community at large; (5) a grasp of the principles of the major divisions of human studies, humanities and science with some understanding of basic disciplines and methodologies; and (6) knowledge in some depth of one subject area.

### GENERAL EDUCATION STUDENT LEARNING OUTCOMES

The RCCD General Education program prepares students to be able to demonstrate an understanding of how knowledge is discovered and constructed in the natural sciences, the social and behavioral sciences, the humanities, and language and rationality. Students will understand the methods of inquiry that underlie the search for knowledge in these fields. In addition, they will gain demonstrable skills in four broad interdisciplinary areas:

#### Critical Thinking

Students will be able to demonstrate higher order thinking skills about issues, problems, and explanations for which multiple solutions are possible. Students will be able to explore problems and, where possible, solve them. Students will be able to develop, test, and evaluate rival hypotheses. Students will be able to construct sound arguments and evaluate the arguments of others.

#### Information Competency and Technology Literacy

Students will be able to use technology to locate, organize, and evaluate information. They will be able to locate relevant information, judge the reliability of sources, and evaluate the evidence contained in those sources as they construct arguments, make decisions, and solve problems.

#### Communication

Students will be able to communicate effectively in diverse situations. They will be able to create, express, and interpret meaning in oral, visual, and written forms. They will also be able to demonstrate quantitative literacy and the ability to use graphical, symbolic, and numerical methods to analyze, organize, and interpret data.

#### Self-Development and Global Awareness

Students will be able to develop goals and devise strategies for personal development and well-being. They will be able to demonstrate an understanding of what it means to be an ethical human being and effective citizen in their awareness of diversity and various cultural viewpoints.

The General Education Student Learning Outcomes were approved by the Board of Trustees on September 18, 2012.

### GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

All programs of study leading to completion of a certificate, A.S. degree, or A.A. degree require careful planning with the assistance of a counselor from the beginning. Students interested in career and technical education (formerly occupational education) will want to follow the requirements of a specific certificate or A.S. degree leading directly to a career. Students who plan to transfer to a bachelor's degree granting institution may also be interested in pursuing an associate for transfer degree; an Associate in Arts (AA-T) or Associate in Science (AS-T) degree. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. For more information on the AA-T and AS-T degrees available at Riverside City College, please see Section IV of this catalog. 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.

Students not interested in earning an available AA-T or AS-T degree may earn an A.A./A.S. degree with an emphasis in one of the 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 nine 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 nine 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 12 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/three 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](http://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.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges.

### III. GRADE POINT AVERAGE REQUIREMENT

A student must have a minimum grade point average of not less than 2.0 ("C" average) in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must not be less than 2.0 and will include the combination of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a "+/-" grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average. Honors for graduation will be calculated in the same manner.

### 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 one of the three General Education Plans (see section VI.) Plan A requires a minimum of 27 units in the following categories: Natural Sciences (3 units), Social and Behavioral Sciences (6 units), Humanities (3 units), Language and Rationality (10 units), Health Education and Self-Development (five units). Plan B requires a minimum of 39 units as specified in the California State University General Education (CSUGE) pattern. Plan C requires a minimum of 34 - 37 units as specified in the Intersegmental General Education Transfer Curriculum (IGETC) pattern (IGETC for CSU or IGETC for UC).

Students who wish to transfer are encouraged to complete an associate degree and to see a counselor before selecting a plan which will best match their goals.

### V. BASIC SKILLS COMPETENCY REQUIREMENT (0-8 UNITS)

- A. Students must demonstrate minimum proficiency in mathematics by the successful completion of a Riverside Community College District mathematics course with a "C" or higher, selected from Math 1-36 (excluding MAT-32) or MAT-53 or the equivalent [CLEP, AP/IB Exams, Credit by Exam, other pathways such as courses from other colleges/universities, placement above Math 35, or Early Assessment Test (EAP for CSU, MCAP)].
- B. Students must demonstrate reading competency by obtaining:
  1. A satisfactory score on RCCD's placement test equivalent to placement in college level reading;  
OR
  2. Completion of Reading 83 with a "C" or higher;  
OR
  3. A minimum grade of "C" in each general education course;  
OR

4. Satisfactory reading score on a standardized reading test approved by the English department. Students who do not meet Riverside Community College District's reading competency requirement should enroll in a reading class within their first 18 units undertaken at the college.
  5. Students who have completed an associate's or higher degree at an accredited institution are exempt from the reading competency requirement. Waivers may also be granted on a case-by-case basis.
- C. Students must demonstrate basic competency in writing by successfully completing the general education requirements of English 1A or 1AH with a "C" grade or better.

### VI. GENERAL EDUCATION REQUIREMENTS

General education is designed to introduce students to a breadth of study through which people comprehend the modern world. It reflects the conviction of Riverside Community College District that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. Special workshop classes (numbered in the 100 series) cannot be used to fulfill general education requirements.

The following courses are non-degree applicable: English 60AB, 81, 82, 70, 80, 90B, 91; English as a Second Language 51, 52, 53, 71, 72, 90A-M, 90P, 91, 92, 95, Mathematics 37, 45, 52, 63, 64, 65, 90 A-F, 98; and Reading 81, 82, 83, 86, 90, 887.

The following courses are also non-degree applicable: Communication Studies 51, 85A, 85B; English 85; English as a Second Language 65; Interdisciplinary Studies 3; Nursing- Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C.

General education requirements can be met in one of three ways: Plan A, B, or C. Students should see a counselor for advice in selecting the plan that will best match their educational and career goals.

**Plan A:** the RCCD general education pattern which requires completion of a minimum of 27 units.

**Plan B:** the California State University General Education (CSUGE) pattern which requires completion of a minimum of 39 units.

**Plan C:** the Intersegmental General Education Transfer Curriculum (IGETC) pattern which requires completion of a minimum of 34 (UC) or 37 (CSU) units.

**PLAN A**

## RCCD General Education

**A. NATURAL SCIENCES (3 units)**

Any course for which the student is eligible in anatomy and physiology, Anthropology 1 or 1H, astronomy, biology (except BIO-35), chemistry, Geography 1/1H or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2. Waiver for this requirement will be granted for Cosmetology 60C.

**B. SOCIAL AND BEHAVIORAL SCIENCES (6 UNITS)**

## 1. American Institutions (3 units)

History 6 or 6H, 7 or 7H, 15, 26, 28, 29, 31, 34

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 or 1H), AML-22, early childhood studies 20, economics, geography (except geography 1/1H and 5), history (except as listed in "1" above), human services, military science, political science (except as listed in 1 above), 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 6, 6H, 7, 8, 9, English, foreign languages, Game Development 21, History 1, 2, 2H, 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

Computer Science 1A-30

English 1B or 1BH

Mathematics 1-36

Philosophy 11,

Philosophy/Math 32

Reading 4

**E. HEALTH EDUCATION AND SELF DEVELOPMENT (5 UNITS)**

## 1. Health Education (3 units)

BIO-35/Health Science 1 or completion of the DEH, EMS, RN or VN program.

## 2. Self Development (2 or 3 units)

Option 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.

GUI-47 Career Exploration and Life Planning

GUI-48 College Success Strategies

KIN-6 Physical Education for Pre-School and Elementary Children

KIN-29 Soccer Theory

KIN-42 Lifeguarding/Title 22 First Aid/Water Safety Instructor

KIN-47 Hiking and Backpacking

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

Option 2- Fitness and Wellness (2-3 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, or the EMS Program.

**PLAN B**

RCC's California State University General Education Requirements 2018-2019 - See section IV page 79

**PLAN C**

RCC's Intersegmental General Education Transfer Curriculum (IGETC) 2018-2019 - See section IV page 81

**VII. 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.



## VIII. PETITION FOR GRADUATION (DEGREE OR CERTIFICATE)

Students apply through MyPortal for degrees and certificates during the following application periods:

Summer – First day of summer term through July 15 to apply for summer 2018, fall 2018, winter 2019, spring 2019

Fall – First day of fall term through October 15 to apply for fall 2018, winter 2019, spring 2019

Winter – First day of winter term through February 1 to apply for winter 2019, spring 2019

Spring – First day of spring term through April 1 to apply for spring 2019

Students who apply during these periods may participate in the commencement ceremony as long as they are missing no more than 9 units to graduate.

Students who want to participate in the commencement ceremony must file their application by April 1<sup>st</sup>.

## IX. 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.

## X. CATALOG RIGHTS

Graduation requirements apply to students who are enrolled for any term (summer, fall, winter, spring) indicated by this catalog - summer 2018 through spring 2019. 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.

## ASSOCIATE OF ARTS

### ADMINISTRATION AND INFORMATION SYSTEMS AA494/AA494B/AA494C

Administration/Information Systems entails the study of theories, procedures and practices and the acquisition of skills necessary to function productively and effectively in an administrative work environment. Career paths chosen by students pursuing undergraduate studies in Administration/Information Systems typically include managerial positions in business and the public sector, administrative support positions, customer service, sales, accounting/bookkeeping and public relations.

Students completing associate degrees in Administration/Information Systems may obtain entry-level positions in the above career fields or may choose to transfer to a four-year college or university to pursue a bachelor's degree in business, accounting, public administration, management information systems or related fields.

## Program Learning Outcomes

Students possessing an associate degree in Administration/Information Systems can be expected to demonstrate achievement of the following learning outcomes:

1. Categorize basic administrative terms, theories and principles.
2. Demonstrate basic understanding of economic systems; i.e., the manner in which goods are produced and distributed in a society and the means by which economic growth is achieved and sustained.
3. Understand and apply fundamental management principles, such as profit/loss, balancing accounts, conflict resolution, effective customer relations and time management.
4. Perform functions such as preparation of memoranda, utilization of spreadsheets, adherence to schedules and responding effectively to changes in the work environment.
5. Implement the fundamental concepts from courses in business, public administration, economics and/or information systems.
6. Locate, process, and utilize information effectively.

**The student must 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): 3, 10, 10H, \*\*18A  
 Computer Applications and Office Technology (CAT): 3  
 Computer Information Systems (CIS): 1A, 3  
 Economics (ECO): 7, 7H, 8, 8H  
 Political Science (POL): 8

#### **Elective Courses (9 additional units, selected from the following):**

Accounting (ACC): 1A, 1B, 38  
 Business Administration (BUS): 3, 10, 10H, \*\*18A, \*\*18B, 20, 22, 80  
 Communication Studies (COM): 1, 1H, 6, 9, 9H, 12, 13  
 Computer Applications and Office Technology (CAT): 3, 31  
 Computer Information Systems (CIS): 1A, 1B, 2, 3, 5  
 Computer Science (CSC): 2, 5  
 Economics (ECO): 4, 6, 7, 7H, 8, 8H  
 Library (LIB): 1  
 Management (MAG): 44  
 Marketing (MKT): 20  
 Political Science (POL): 6, 8

### **A course may only be counted once.**

**\*\*Credit limitation:** UC will accept a maximum of one course for transfer.

**AMERICAN STUDIES****AA492 /AA492B/AA492C**

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

**Elective courses: (12 additional units, selected from the following):**

American Sign Language (AML) 22

Economics (ECO): 7, 7H

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, 31, 34

Humanities (HUM) 9, 11, 16

Military Science (MIL) 1, 2

Music (MUS) 23, 25, 26, 89, 89H

Philosophy (PHI) 19

Political Science (POL) 1, 1H, 5, 12, 13

Sociology (SOC) 2, 3, 15

**A course may only be counted once in the major area. Courses may be double counted for the general education requirements.**

**COMMUNICATION, MEDIA,  
AND LANGUAGES****AA495 /AA495B/AA495C**

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

Arabic (ARA): 1, 2, 3, 8, 11

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22

Chinese (CHI): 1, 2, 11

Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 7, 9, 9H, 11, 12, 13, 19

English (ENG): 1A, 1AH, 1B, 1BH, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 20, 23, 25, 30, 34, 35, 38, 39, 40, 41, 44, 45, 48, 49

Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8

Film, Television and Video (FTV): 12, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 65

French (FRE): 1, 2, 3, 4, 8, 11

German (GER): 1, 2, 3, 11

Italian (ITA): 1, 2, 3, 11

Japanese (JPN): 1, 2, 3, 4, 11

Journalism (JOU): 1, 2, 7, 12, 20A, 20B, 20C, 20D, 52A, 52B, 52C, 52D

Korean (KOR): 1, 2, 11

Latin (LAT): 1, 2

Library (LIB): 1  
 Photography (PHO): 12  
 Portuguese (POR): 1, 2  
 Reading (REA): 4  
 Russian (RUS): 1, 2, 3, 11  
 Spanish (SPA): 1, 1H, 1A, 1B, 2, 2H, 3, 3N, 4, 8, 11, 12, 13, 51, 52,  
 53

### **FINE AND APPLIED ARTS AA496 /AA496B/AA496C**

The Associate Degree in Fine and Applied Arts offers a rich variety of courses to acquaint students with the creation of and performance in the arts from a global perspective. The courses in this area examine the nature of the fine and applied arts through analysis, synthesis, composition, performance and technical development. Students will develop techniques appropriate to the art form, engage in the production and performance of the arts, examine aesthetic valuing, and participate in creative expression.

This area of emphasis is designed for students interested in exploring a variety of art forms including digital media, creative writing, dance, film, graphic design, music, photography, communication studies, television, theatre, video and the visual arts.

#### **Program Learning Outcomes**

Students possessing an Associate of Arts Degree in Fine and Applied Arts can be expected to demonstrate achievement of the following program learning outcomes:

1. Demonstrate basic knowledge and skills (technique) in one discipline of the fine and applied arts. These include fundamentals of the field in terms of practice, history, analysis and their applications and technical ability in one discipline to create, sustain, and evolve a personal vision and/or purpose.
2. Develop a personal vision and/or purpose—sometimes called “artistic voice”—that is evident in terms of work produced and manifested in a portfolio, performance, exhibition, or other presentation.
3. Generate and apply original ideas and methods to discover, create and communicate specific artistic content.
4. Demonstrate conceptual acuity, clarity, imagination, and technical ability to combine, integrate, and synthesize elements into works in ways that enhance their communicative powers.

**The student must 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, 2C, 30, 67, 68A, 68B, 70, 71A, 71B, 74A, 74B, 77A, 77B, 80, 200  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19  
 Dance (DAN): 6, 6H, 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D20, D21, D22, D23, D24, D25, D29, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 13, 17A, 17B, 17C, 38, 39, 49

Film, Television, and Video (FTV): 38A, 38B, 41, 42, 43, 44A, 44B, 44C, 44D, 45A, 45B, 45C, 45D, 46, 48, 51A, 51B, 51C, 51D, 52, 53, 64A, 65, 66, 67, 68, 70, 71A, 72  
 Music (MUS): 3, 4, 5, 6, 8A, 8B, 9, 10, 19, 19H, 22, 23, 25, 26, 27, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 73, 77, 81, 82, 83, 84, 87, 89, 89H, 92, 93, 94, P12, P36, P44, P84  
 Photography (PHO): 8, 9, 10, 17, 20, 200  
 Theatre (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 AA497 /AA497B/AA497C**

Humanities, Philosophy, and Arts examines human values and experience within a wide range of cultures, across the globe, and over the course of history. Students will study, interpret, and evaluate classic works in architecture, art, literature, music, philosophy, religion, rhetoric and the theater, and they will encounter questions to which there are multiple plausible answers. The study of language, philosophy, and rhetoric provides crucial tools for understanding and interpreting human knowledge and experience. Students pursuing the program in the Humanities, Philosophy, and Arts will enhance their skills in critical thinking and both oral and written communication. The Humanities, Philosophy, and Arts program prepares students for further study in the arts, history, humanities, literature, philosophy, communication studies and/or world languages at a four-year baccalaureate institution and provides an excellent foundation for students interested in administration, communications, law, public service, and teaching.

#### **Program Learning Outcomes**

Upon completion of this program, students will be able to:

1. Interpret key philosophical, religious and literary texts, as well as creative works, in historical and cultural contexts and express that interpretation persuasively in oral and/or written form.
2. Analyze the role and use of language, rhetoric and/or the arts in informing and contextualizing human experience.
3. Analyze the role and use of the arts (literature, music, theatre, dance, and the fine arts) as a reflection of the culture in which it appears.
4. Evaluate the role of individual human agency in history.
5. Research and write critical interpretive essays demonstrating a high skill level.

**The student must complete 18 units of study across 3 disciplines; 9 units must be taken in a single discipline. Up to 3 units may be taken in a studio course. The 18 units must be completed with a grade of “C” or better or a “P” if the course is taken on a “pass-no pass” basis.**

#### **INCLUDED DISCIPLINES AND COURSES:**

American Sign Language (AML): 1, 2, 3, 4, 5, 10, 11, 12, 13, 14, 20, 22  
 Anthropology (ANT): 7, 8  
 Arabic (ARA): 1, 2, 3, 8, 11  
 Architecture (ARE): 36  
 Art (ART): 1, 1H, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12  
 Chinese (CHI): 1, 2, 11  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 7, 9, 9H, 11, 12, 13, 19  
 Dance (DAN): 6, 6H  
 English (ENG): 1B, 1BH, 6, 7, 8, 9, 10, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48

Film, Television and Video (FTV): 12, 65  
 Film Studies (FST): 1, 1H, 2, 3, 4, 5, 6, 7, 8  
 French (FRE): 1, 2, 3, 4, 8, 11  
 Game Development (GAM): 21  
 German (GER): 1, 2, 3, 11  
 History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 14, 15, 21, 22, 25, 26, 28, 29, 31, 32, 34, 35  
 Humanities (HUM): 4, 4H, 5, 5H, 8, 9, 10, 10H, 11, 16, 18, 23, 35  
 Italian (ITA): 1, 2, 3, 11  
 Japanese (JPN): 1, 2, 3, 4, 11  
 Korean (KOR): 1, 2, 11  
 Latin (LAT): 1, 2  
 Library (LIB): 1  
 Music (MUS): 19, 19H, 20, 21, 22, 25, 26, 89, 89H, 93  
 Philosophy (PHI): 10, 10H, 12, 13, 14, 15, 19, 22, 32, 33, 35  
 Political Science (POL): 11  
 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  
 Theatre (THE): 3, 29

Applicable studio courses include (Note that some classes are less than three units.):

Art (ART): 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200  
 Dance (DAN): 7, 8, 9, D9, D10, D11, D12, D13, D14, D15, D16, D17, D18, D20, D21, D22, D23, D24, D25, D29, D30, D31, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60  
 English (ENG): 11, 12, 17A, 17B, 17C, 38  
 Music (MUS): 8A, 8B, 9, 10, 12, 28, 29, 30, 31, 32A, 32B, 32C, 32D, 33, 35, 36, 37, 38, 39, 41, 42, 43A, 43B, 43C, 44, 48, 49, 50, 51, 52, 53, 54, 55, 57, 58, 61, 65, 68, 69, 70, 71, 73, 77, 78, 79, 81, 82, 83, 84, 92, 94, P12, P36, P44, P84  
 Theatre (THE): 2, 4, 5, 6, 25, 26, 30, 32, 33, 34, 35, 36, 37, 38, 41, 54

### **KINESIOLOGY, HEALTH AND WELLNESS** AA498 /AA498B/AA498C

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):**

BIO-35/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 (BIO): 45 (Formerly AMY 10), 50A (Formerly AMY 2A), 50B (Formerly AMY 2B)

Biology (BIO): 4 (Formerly BIO 17), 16 (Formerly (30)), 18 (Formerly (34))

Early Childhood Education (EAR): 26

Guidance (GUI): 45, 46, 47, 48

Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

Kinesiology/activity courses (KIN): A03, A04, A07, A09, A11, A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40, A41, A43, A44, A46, A47, A54A, A54B, A55, A57, A62A, A64, A67, A68, A69, A74, A75A, A75B, A77A, A77B, A77C, A80, A81A, A81B, A81C, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90A, A90B, A90C, A92

Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07, V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23, V24, V25, V26, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V94, V95

**A course may only be counted once except for KIN activity or varsity courses.**

### **SOCIAL AND BEHAVIORAL STUDIES** AA499 /AA499B/AA499C

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, 1H, 2, 2H, 3, 4, 5, 6, 7, 8, 10, 21  
 Communication Studies (COM): 1, 1H, 2, 3, 5, 6, 9, 9H, 12, 13  
 Early Childhood Education (EAR): 19, 20, 25, 28, 33, 40, 42, 43, 47  
 Economics (ECO): 4, 5, 6, 7, 7H, 8, 8H, 9, 9H, 10  
 Geography (GEG): 2, 3, 4, 6  
 Guidance (GUI): 47, 48  
 History (HIS): 1, 2, 2H, 4, 5, 6, 6H, 7, 7H, 21, 22, 35  
 Human Services (HMS): 4, 5, 6, 7, 8, 13, 14, 16, 18, 19  
 Library Science (LIB): 1  
 Political Science (POL): 1, 1H, 2, 2H 3, 4, 4H, 5, 6, 7ABCD, 8, 10A, 10B, 10C, 10D, 11, 12, 13, 14  
 Psychology (PSY): 1, 1H, 2, 8, 9, 33, 35, 48, 50  
 Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 25, 48

## ASSOCIATE OF SCIENCE

### CAREER AND TECHNICAL EDUCATION PROGRAMS

The Associate of Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more 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 88-151 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 SCIENCES

### AS493 /AS493B/AS493C

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize mathematical, analytical, and reasoning skills beyond the level of intermediate algebra. Courses in science emphasize an understanding of the process of science and the scientific method. All courses emphasize the use of mathematics and science as investigative tools, the role of mathematics and science as part of human civilization and society, and the inherent value of both inductive and deductive reasoning as part of the human experience.

This area of emphasis is designed for general education students, as well as students interested in mathematics or sciences as a possible career path, with career opportunities included in mathematics, chemistry, physics, biology, ecological/earth sciences, geology, engineering, computer science, electronics, oceanography, microbiology, kinesiology/ exercise science and the medical sciences.

### Program Learning Outcomes

Students possessing an associate degree in Math and Science can be expected to demonstrate achievement of the following learning outcomes:

1. Apply the basic operations of mathematics on the set of real and complex numbers, expressions, and equations.
2. Apply the principles of the scientific method, including the use of inductive and deductive reasoning to pose, test, and accept or reject hypotheses.
3. Recognize and determine the role of mathematics and the sciences as investigative and reasoning tools of human societies.

**The student must 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, 3, 10, Geography (GEG) 1, 1H, 1L, Geology (GEO) 1, 1L, 3, Oceanography (OCE) 1, Physical Science (PHS) 1, Physics (PHY) 2A, 4A

Life Sciences: Biology (BIO) 1, 1H, 2A, 2B, 4 (formerly BIO 17), 5, 6, 7, 8, 9, 10, 18, (formerly BIO 34), 19 (replaces BIO 36), 20, 50A (replaces AMY 2A), 55 (formerly MIC 1), 60 (formerly BIO 11), 60H (formerly BIO 11H)

**Elective Courses (The remaining units may be taken from any of the following courses):**

Anatomy and Physiology (AMY): BIO 50A (Formerly AMY 2A), BIO 50B (Formerly AMY 2B), BIO 45 (Formerly AMY 10)



Anthropology (ANT): 1, 1H  
 Astronomy (AST): 1A, 1B  
 Biology (BIO): Biology (BIO) 1, 1H, 2A, 2B, 3, 4 (formerly BIO 17), 5, 6, 7, 8, 9, 10, 14, 15, 16, 18 (formerly BIO 34), 19 (formerly BIO 36), 20, 31A, 31B, 31C, 31D, 31E, 40, 50A (formerly AMY 2A), 50B (formerly AMY 2B), 55 (formerly MIC 1), 60 (formerly BIO 11), 60H (formerly BIO 11H), BIO 61 (formerly BIO 12), 85.  
 Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17  
 Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Computer Science (CSC): 5, 17A, 17B, 17C, 18A, 18B, 18C  
 Electronics (ELE): 23, 24, 25  
 Engineering (ENE): 10, 21, 22, 23, 27, 28, 30, 35  
 Geography (GEG): 1, 1H, 1L, 5  
 Geology (GEO): 1, 1L, 1B, 3  
 Health Science (HES): BIO-35/HES-1  
 Mathematics (MAT): 1A, 1B, 1C, 2, 3, 4, 5, 10, 11, 12, 12H, 25, 32, 36  
 Microbiology (MIC): BIO-55 (formerly MIC-1)  
 Oceanography (OCE): 1, 1L  
 Physical Science (PHS): 1, 5  
 Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11  
 Psychology (PSY): 2

**A course may only be counted once.**

### DEGREE CHANGE ALERT!

The Health Education and Self Development requirements for the associate degree previously outlined as section VII. Additional Degree Requirements will no longer be in affect beginning in fall 2016. Health Education and Self Development components will now be required only for Plan A as outlined in the new Area E. Plans B and C will no longer require Health Education and Self Development components. In addition, the residency requirement for all associate degrees has changed to 12 units.

### SCHOLASTIC HONORS AT COMMENCEMENT

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

### DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

### 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 66300 and 76033) 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; "EW" (excused withdrawal) and "MW" (military withdrawal).

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. "W"s incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to "MW"s.

Students should refer to MyPortal 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 MyPortal. A copy of this Incomplete Contract will be sent to the student's college email and is also available on MyPortal. 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", "EW" 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 as long as no more than 20% of the course has been completed.
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 an additional 3 units 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.

Students should consult with a counselor before changing the grading option on a course. Other institutions may have unit or other restrictions regarding the acceptance of Pass/No Pass.

### Final Examinations - Final Grades

Final semester exams are required in all classes at the scheduled time and place. Failure to appear for a final examination may result in an "F" grade in the course. Final grades may be obtained on MyPortal 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 Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of 3, 4 or 5 in specified subject areas. Advanced Placement subject 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.

Students who have successfully completed AP exams with scores of 3, 4 or 5 may earn credit towards RCCD GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. Please refer to the RCCD AP Credit Chart for specific information on how AP credits are applied to each of these categories. Official AP Scores must be sent to the Admissions and Records office for official evaluation.

Course credit and units granted for AP exams at Riverside City, Norco, and Moreno Valley colleges may differ from course credit and units granted by a transfer institution. For CSU GE and IGETC certifications, AP unit and area credit is awarded as approved by the CSU and UC systems (see CSU GE and IGETC columns on the RCCD AP Credit Chart). This is not always the same area or units for CSU GE/IGETC certification as our own equivalent course would receive. (Example: English 1B subject credit awarded through an AP exam may not be used to satisfy the Critical Thinking requirement in IGETC Area 1B or in CSU GE Area A3.)

**Students should always see a counselor to review the applicability of AP credits towards the different academic requirements.**

### International Baccalaureate (IB) Credit

Students who have successfully completed IB exams with scores of 5, 6 or 7 may earn credit towards RCC GE and graduation requirements, IGETC, and CSU GE Breadth Certifications. For CSU GE and IGETC certifications, IB unit and area credit is awarded as approved by the CSU and UC systems. A score of 4 on certain exams may be acceptable for CSU GE only. Check with a counselor for more information. Please refer to the RCCD IB Credit Chart for specific information on how IB credits are applied to each of these categories.

### Duplication of AP/IB and College Courses

Students, please be advised that college courses taken before or while attending an RCCD college may duplicate IB or AP examinations. If an IB or AP exam duplicates a college course or vice versa, a student will be awarded credit for only one.

### CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by the discipline or program in which a comparable course is offered. In the case of foreign (world) languages students must complete a higher level course in order to receive credit for a lower level language course.

To be eligible to petition for credit by examination, a student must be currently enrolled, fully matriculated, in good standing and have completed not less than 12 units of work at Riverside Community College District with an overall grade point average of 2.0 ("C"). The option for credit by examination may not be available for all course offerings; contingent upon discipline curricular decisions with consultation and review by the Office of Educational Services.

All students, including concurrently enrolled high school students, must apply for credit by examination on the appropriate petition form obtained from the Admissions office at the Riverside City, 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 credit in residence required for an associate degree.

## CREDIT FOR COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

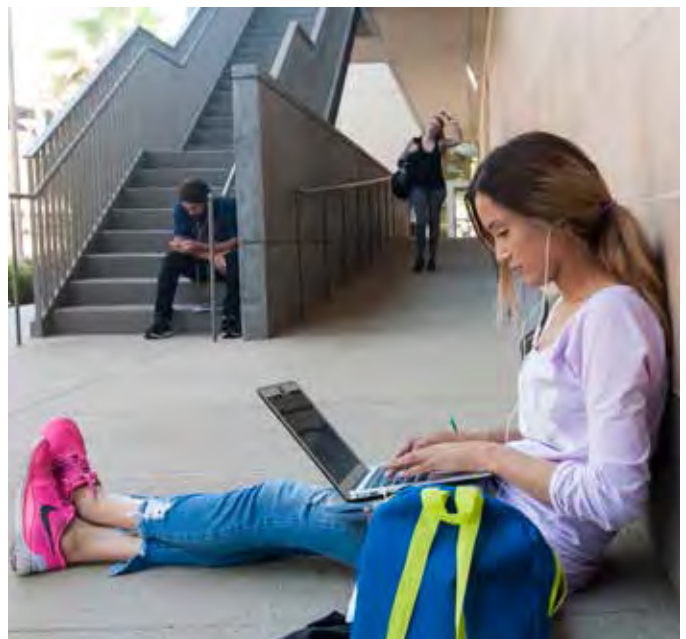
A maximum of 30 units may be granted for all types of credit by examination. This includes Advanced Placement, CLEP, credit for military training and credit by exam taken at Riverside Community College District. **Credit is not allowed if coursework in the subject area has been completed or AP credit has previously been granted.** 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.**

### 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). 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.



The IB chart below is an indication of how the IB Exams may be used to satisfy RCCD GE, IGETC and CSU GE Area requirements. An acceptable IB score for RCCD GE, IGETC or CSU GE certification purposes equates to either 3 semester or 4 quarter units.

2018-19 RCCD International Baccalaureate (IB) Examination Chart							
IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Biology HL	5,6,7	3	Natural Sciences	3 semester units toward area B2	6	3 semester units toward area 5B	5.3
IB Chemistry HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Economics HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB Geography HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	6	3 semester units toward area 4	5.3
IB History (any region) HL	5,6,7	3	Humanities or Social Behavioral Sciences	3 semester units toward area C2 or D	6	3 semester units toward area 3B or 4	5.3
IB Language A: Literature (any language except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Language and Literature (any language, except English) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Language and Literature (any language, except English) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B and 6A	5.3
IB Language A: Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A
IB Language A: Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language A: Language and Literature (any language) HL	4	N/A	N/A	3 semester units toward area C2	6	N/A	N/A

IB Examination	IB Score	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
IB Language A: Language and Literature (any language) HL	5,6,7	3	Humanities	3 semester units toward area C2	6	3 semester units toward area 3B	5.3
IB Language B (any language) HL	4	N/A	N/A	N/A	6	N/A	N/A
IB Language B (any language) HL	5,6,7	3	Humanities	N/A	6	3 semester units toward area 6A	5.3
IB Mathematics HL	4	N/A	N/A	3 semester units toward area B4	6	N/A	N/A
IB Mathematics HL	5,6,7	3	Language and Rationality	3 semester units toward area B4	6	3 semester units toward area 2A	5.3
IB Physics HL	5,6,7	3	Natural Sciences	3 semester units toward area B1	6	3 semester units toward area 5A	5.3
IB Psychology HL	5,6,7	3	Social Behavioral Sciences	3 semester units toward area D	3	3 semester units toward area 4	5.3
IB Theatre HL	4	N/A	N/A	3 semester units toward area C1	6	N/A	N/A
IB Theatre HL	5,6,7	3	Humanities	3 semester units toward area C1	6	3 semester units toward area 3A	5.3

-Actual IB transfer credit and number of units awarded for IB exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems. The IB chart is based on the most current information available at the time of catalog publication.

-The UC system-wide policy for IB credit can be found at:  
<http://admission.universityofcalifornia.edu/counselors/exam-credit/ib-credits/index.html>

-The CSU system-wide policy for IB credit can be found at:  
<https://www2.calstate.edu/apply/transfer/pages/international-baccalaureate-ib.aspx>

-2017 IGETC Standards Version 1.8:  
<http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201.8%20final%20version.doc.pdf>

-Students should always see a counselor to review the applicability of IB credits towards the different academic requirements.



2018-2019 RCCD Advanced Placement (AP) Examination Credit Chart

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Art History	3,4,5	Art 1 and 2	3+3	Humanities	3 semester units toward Area C1 or C2	6	3 semester units toward Area 3A or 3B	5.3
Biology	3,4,5	Biology 1	4	Natural Sciences	4 semester units toward Area B2 and B3	6	4 semester units toward Area 5B and 5C	5.3
Calculus AB	3,4,5	Math 1A	4	Language and Rationality	3 semester units toward Area B4	3 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	2.7 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Calculus BC	3,4,5	Math 1A and 1B	4+4	Language and Rationality	3 semester units toward Area B4	6 (If a student passes more than one exam in Calculus only one exam may be applied.)	3 semester units toward Area 2A	5.3 (Maximum credit 5.3 semester units for both Math AB and Math BC exams.)
Chemistry <i>-Exam taken prior to Fall 2009</i>	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	6 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chemistry <i>-Exam taken Fall 2009 or later</i>	3,4,5	Chemistry 1A and 1B	5+5	Natural Sciences	4 semester units toward Area B1 and B3	6	4 semester units toward Area 5A and 5C	5.3
Chinese Language and Culture	3,4,5	Chinese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Comparative Government & Politics	3,4,5	Political Science 2	3	Social Behavioral Sciences	3 semester units toward Area D8	3	3 semester units toward Area 4	2.7



AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Computer Science A	3,4,5	CIS/CSC Elective	3	N/A	N/A	3 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	1.3 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
Computer Science AB	3,4,5	CIS/CSC Elective	3	N/A	N/A	6 (If a student passes more than one exam in Computer Science only one exam may be applied.)	N/A	2.7 (Maximum credit 2.7 semester units for both Computer Science A and AB exams.)
English Language and Composition	3,4,5	English 1A	4	Language and Rationality	3 semester units toward Area A2	6	3 semester units toward Area 1A	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
English Literature and Composition	3,4,5	English 1A and English Literature Elective (Elective units may be used towards AOE's in Communication, Media, and Languages and Humanities, Philosophy, and Arts. They may also be applied towards List C of the ADT in English.)	4+3	Language and Rationality and Humanities	6 semester units toward Area A2 and C2	6	3 semester units toward Area 1A or 3B	5.3 (Maximum credit 5.3 semester units for both English Language/Composition and English Literature/Composition exams.)
Environmental Science <i>-Exam taken prior to Fall 2009</i>	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3 or Area B2 and B3	4	3 semester units toward Area 5A and 5C	2.7
Environmental Science <i>-Exam taken Fall 2009 or later</i>	3,4,5	Biology 36	3	Natural Sciences	4 semester units toward Area B1 and B3	4	3 semester units toward Area 5A and 5C	2.7

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
European History	3,4,5	<b>History 5</b>	3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3
French Language <i>-Exam taken prior to 2009</i>	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language <i>-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.</i>	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Language and Culture	3,4,5	<b>French 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
French Literature <i>-Exam offered until 2009</i>	3, 4, 5	<b>French Elective</b>	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language <i>-Exam taken prior to Fall 2009</i>	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language <i>-Exam taken between Fall 2009 and Fall 2011. Exam offered until 2011.</i>	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
German Language and Culture	3,4,5	<b>German 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Human Geography	3,4,5	<b>Geography 2</b>	3	Social Behavioral Sciences	3 semester units toward Area D5	3	3 semester units toward Area 4	2.7
Italian Language and Culture	3,4,5	<b>Italian 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Japanese Language and Culture	3,4,5	Japanese 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Latin Literature <i>-Exam offered until 2009</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	2.7
Latin Vergil <i>-Exam offered until 2012</i>	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	3	3 semester units toward Area 3B and 6A	2.7
Latin	3,4,5	Latin 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Macroeconomics	3,4,5	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Microeconomics	3,4,5	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Music Theory <i>-Exam taken prior to Fall 2009</i>	3 4,5	Music Elective Music 3	3 4	Humanities	3 semester units toward Area C1	6	N/A	5.3
Music Theory <i>-Exam taken Fall 2009 or later</i>	3 4,5	Music Elective Music 3	3 4	Humanities	N/A	6	N/A	5.3
Physics 1	3,4,5	Physics 10 and 11 (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics 2	3,4,5	<b>Physics 10 and 11</b> (If a student passes both Physics 1 and 2 AP exams they will earn credit for PHY-10/11 + 2 units of Physics Electives.)	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B <i>-Exam taken prior to Fall 2009</i>	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	6 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics B <i>-Exam taken between Fall 2009 and 2014. Exam offered until 2014.</i>	3,4,5	<b>Physics 2A and 2B</b>	4+4	Natural Sciences	4 semester units toward Area B1 and B3	6 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	4 semester units toward Area 5A and 5C	5.3 (Maximum credit 5.3 semester units for all Physics exams.)
Physics C: Mechanics	3,4,5	<b>Physics 4A</b>	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)

AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Physics C: Electricity and Magnetism	3,4,5	Physics 4B	4	Natural Sciences	4 semester units toward Area B1 and B3	4 (If a student passes more than one AP exam in Physics a maximum of 6 units may be applied.)	3 semester units toward Area 5A & 5C	2.7 (Maximum credit 5.3 semester units for all Physics exams.)
Psychology	3,4,5	Psychology 1	3	Social Behavioral Sciences	3 semester units toward Area D9	3	3 semester units toward Area 4	2.7
Seminar	3,4,5	No Equivalent Course	N/A	N/A	N/A	3	N/A	N/A
Spanish Language Culture <i>-Exam was offered until 2014</i>	3,4,5	Spanish 1 and 2	5+5	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Language and Culture	3,4,5	Spanish 1 and 2	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature <i>-Exam was offered until 2013</i>	3,4,5	Spanish Elective	3	Humanities	6 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Spanish Literature and Culture	3,4,5	Spanish Elective	3	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Statistics	3,4,5	Math 12	4	Language and Rationality	3 semester units toward Area B4	3	3 semester units toward Area 2A	2.7
Studio Art: 2D Design	3,4,5	Art 22 (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)



AP Examination	AP Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer	IGETC	UC Semester Units Earned Toward Transfer
Studio Art: 3D Design	3,4,5	<b>Art 24</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
Studio Art: Drawing	3,4,5	<b>Art 17</b> (It is recommended that students meet with an Art faculty member to review portfolio.)	3	Humanities	N/A	3	N/A	5.3 (Maximum credit 5.3 semester units for Studio Art 2D, 3D, and Drawing exams.)
U.S. Government & Politics	3,4,5	<b>Political Science 1</b>	3	American Institutions	3 semester units toward Area D8 and US-2	3	3 semester units toward Area 4 and US-2	2.7
U. S. History	3,4,5	<b>History 6 and 7</b>	3+3	American Institutions	3 semester units toward Area C2 or D6 and US-1	6	3 semester units toward Area 3B or 4 and US-1	5.3
World History	3,4,5	<b>History 1 and 2</b>	3+3	Social Behavioral Sciences or Humanities	3 semester units toward Area C2 or D6	6	3 semester units toward Area 3B or 4	5.3

-Actual AP transfer credit and number of units awarded for AP exams towards CSUGE/IGETC and towards admission is determined by the CSU and UC systems.

-The AP chart is based on the most current information available at the time of catalog publication.

-The UC system-wide Policy for AP credit (units towards admission and towards IGETC) can be found at: <http://admission.universityofcalifornia.edu/counselors/files/ap-satisfy-admission-and-igetc-req.pdf>

-The CSU system-wide policy for AP (units towards admission and towards CSU GE Breadth) can be found at: <http://www.calstate.edu/acadaff/code/memos/AA-2015-19.pdf>

-2017 IGETC Standards Version 1.8  
<http://icas-ca.org/Websites/icasca/images/IGETC%20Standards%20version%201.8%20final%20version.doc.pdf>

**-Important Note:** Each CSU and UC campus determines how an AP exam may count toward credit in a particular major and which scores they consider acceptable. This information may be found in either the university's college catalog or on their website. Students should see a counselor to review the applicability of AP credits towards the different academic requirements.

2018-2019 RCCCD College-Level Examination Program (CLEP) Credit Chart

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
American Government	50	Political Science 1	3	American Institutions	3 semester units toward Area D	3
American Literature	50	English Literature Elective	3	Humanities	3 semester units toward Area C2	3
Analyzing and Interpreting Literature	50	English Literature Elective	3	Humanities	3 semester units toward Area C2	3
Biology	50	Biology 10	3	Natural Sciences	3 semester units toward Area B2	3
Calculus	50	Math 1A	4	Language and Rationality	3 semester units toward Area B4	3
Chemistry	50	Chemistry 10	3	Natural Sciences	3 semester units toward Area B1	3
College Algebra	50	Math 11	4	Language and Rationality	3 semester units toward Area B4	3
College Composition	50	English 1A and Elective	4+4	Language and Rationality	N/A	N/A
College Composition- Modular	50	No Equivalent Course	N/A	N/A	N/A	N/A
College Mathematics	50	Math 25 and Elective	3+3	Language and Rationality	N/A	N/A
English Literature <i>-Exam taken prior to Fall 2011</i>	50	English Literature Elective	3	Humanities	3 semester units toward Area C2	3
English Literature <i>-Exam taken Fall 2011 or later</i>	50	English Literature Elective	3	Humanities	N/A	3
Financial Accounting	50	No Equivalent Course	N/A	N/A	N/A	3

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
French Language Level I	50	<b>French 1 and 2</b>	5+5	Humanities	N/A	6
French Language Level II <i>-Exam taken prior to Fall 2015</i>	59	<b>French 1, 2, 3 and 4</b>	5+5+5+5	Humanities	3 semester units toward Area C2	12
French Language Level II <i>-Exam taken Fall 2015 or later</i>	59	<b>French 1, 2, 3 and 4</b>	5+5+5+5	Humanities	3 semester units toward Area C2	9
German Language Level I	50	<b>German 1 and 2</b>	5+5	Humanities	N/A	6
German Language Level II <i>-Exam taken prior to Fall 2015</i>	60	<b>German 1, 2, and 3</b>	5+5+5	Humanities	3 semester units toward Area C2	12
German Language Level II <i>-Exam taken Fall 2015 or later</i>	60	<b>German 1, 2, and 3</b>	5+5+5	Humanities	3 semester units toward Area C2	9
History of the United States I	50	<b>History 6</b>	3	American Institutions	3 semester units toward Area D and US-1	3
History of the United States II	50	<b>History 7</b>	3	American Institutions	3 semester units toward Area D and US-1	3
Human Growth and Development	50	<b>No Equivalent Course</b>	N/A	N/A	3 semester units toward Area E	3
Humanities	50	<b>Humanities Elective</b>	3	Humanities	3 semester units toward Area C2	3
Information Systems and Computer Applications	50	<b>Computer Information Systems 1A</b>	3	Language and Rationality	N/A	3

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Introduction to Educational Psychology	50	No Equivalent Course	N/A	N/A	N/A	3
Introductory Business Law	50	Business Elective	3	N/A	N/A	3
Introductory Psychology	50	No Equivalent Course	N/A	N/A	3 semester units toward Area D	3
Introductory Sociology	50	Sociology 1	3	Social Behavioral Sciences	3 semester units toward Area D	3
Natural Sciences	50	Life Science and Physical Science Elective	3+3	Natural Sciences	3 semester units toward Area B1 or B2	3
Pre-Calculus	50	No Equivalent Course	N/A	N/A	3 semester units toward Area B4	3
Principles of Accounting	50	No Equivalent Course	N/A	N/A	N/A	3
Principles of Macroeconomics	50	Economics 7	3	Social Behavioral Sciences	3 semester units toward Area D	3
Principles of Management	50	Management 44	3	N/A	N/A	3
Principles of Marketing	50	Marketing 20	3	N/A	N/A	3
Principles of Microeconomics	50	Economics 8	3	Social Behavioral Sciences	3 semester units toward Area D	3
Social Sciences and History	50	Social Science and History Elective	3+3	Social Behavioral Sciences	N/A	N/A

CLEP Examination	Passing Score	RCCD Associate Degree Subject Credit	RCCD Unit Credit	RCCD GE	CSU GE	CSU Semester Units Earned Toward Transfer
Spanish Language Level I	50	<b>Spanish 1</b>	5	Humanities	N/A	6
Spanish Language Level II <i>-Exam taken prior to Fall 2015</i>	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	12
Spanish Language Level II <i>-Exam taken Fall 2015 or later</i>	63	<b>Spanish 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	9
Trigonometry <i>-Exam taken prior to Fall 2006</i>	50	<b>Math 36</b>	4	Language and Rationality	3 semester units toward Area B4	3
Western Civilization I: Ancient Near East to 1648	50	<b>History 4</b>	3	Humanities or Social Behavioral Sciences	3 semester units toward Area C2 or D	3
Western Civilization II: 1648 to Present	50	<b>History 5</b>	3	Humanities or Social Behavioral Sciences	3 semester units toward area D	3

-Actual transfer credits and number of units awarded for CLEP exams towards CSU GE and towards admission is determined by the CSU system. The CLEP chart is based on the most current information available at the time of catalog publication.

-The CSU system-wide policy for CLEP credit can be found at: <https://www2.calstate.edu/apply/transfer/Pages/college-level-examination-program.aspx>

-Students should always see a counselor to review the applicability of CLEP credits towards the different academic requirements.



**Section IV**

**REQUIREMENTS FOR  
COLLEGE TRANSFER**

# CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

## University of California (UC)

UC Website: [www.ucop.edu/pathways](http://www.ucop.edu/pathways)

- UC, Berkeley
- UC, Davis
- UC, Irvine
- UC, Los Angeles
- UC, Merced
- UC, Riverside
- UC, San Diego
- UC, San Francisco
- UC, Santa Barbara
- UC, Santa Cruz



## California State University (CSU)

CSU Website: [www.csumentor.edu](http://www.csumentor.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

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. 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. Riverside City 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 Riverside City College articulation officer. International coursework may only be applied to CSU GE if the international institution has United States regional accreditation. All other international coursework cannot be applied to CSU GE.

### 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 (three semester units or four to five quarter units each).
  - Complete one transferable course in mathematical concepts and quantitative reasoning (three semester or four to five quarter units).
  - Complete four transferable college courses (three semester or four to five 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 three 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 three semester or four to five 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 2018 must follow the 2018-2019 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. International coursework may only be applied to IGETC if the international institution has United States regional accreditation. All other international coursework cannot be applied to IGETC.

### 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 MyPortal 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](http://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](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Course requirements may change or courses deleted from the C-ID database. As a result, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Counselors can always help students interpret or explain C-ID designations.

## PRIVATE AND OUT-OF-STATE COLLEGES AND UNIVERSITIES

Each private or out-of-state college/university has its set of requirements for admission and for graduation. For students looking to transfer to a private, independent or out-of-state college/university, you can meet with a counselor to see if 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 four-year institutions in California. Their website can be accessed at [www.aiccu.edu](http://www.aiccu.edu).







**ASSOCIATE DEGREES FOR TRANSFER (ADT)**

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://adegreewithaguarantee.com/en-us/abouttheprogram/findyourpath.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.

**ADMINISTRATION OF JUSTICE (CSUGE) AS642 (IGETC) AS643**

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 a 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 (18 units)		Units
ADJ/JUS-1*	Introduction to the Administration of Justice	3
ADJ/JUS-3*	Concepts of Criminal Law	3
Electives from List A		6
Electives from List B		6

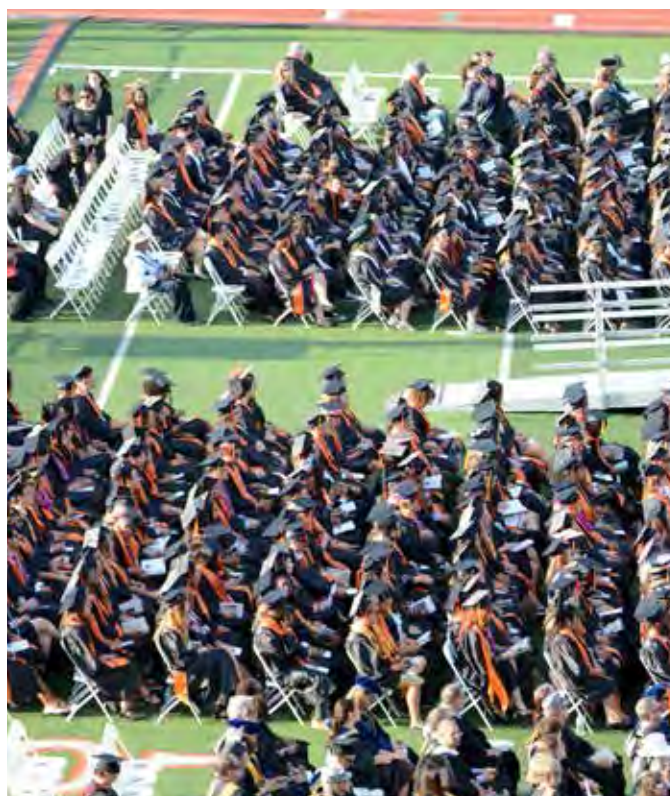
Electives List A (6 units)		Units
ADJ/JUS-2	Principles and Procedures of the Justice System	3
ADJ/JUS-4	Legal Aspects of Evidence	3
ADJ/JUS-5	Community Relations	3
ADJ/JUS-8	Juvenile Law and Procedures	3
ADJ/JUS-12	Introduction to Criminalistics	3
ADJ/JUS-13	Criminal Investigation	3
ADJ/JUS-20	Introduction to Corrections	3

Electives List B (6 units)		Units
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-20*	Introduction To Criminology	3
SOC-50*	Introduction to Social Research Methods	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Science for Transfer Degree**

The Associate in Science in 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.





**ANTHROPOLOGY****(CSUGE) AA616  
(IGETC) AA618**

The Associate in Arts in Anthropology for Transfer degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the baccalaureate degree in Anthropology at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the social science professions. The student will be afforded the opportunity to study the nature of the human diversity from a genetic, archeological, linguistic and cultural basis. The breadth of Anthropology will be examined to include the historical and contemporary theory and research as the basis from which to gain an in-depth awareness and understanding of humans and the world in which we live.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply the holistic and comparative perspective inherent in anthropological knowledge to real world problems.
- Use information resources and technology to research current issues in all four subfields of anthropology.
- Synthesize and integrate theoretical perspectives specific to anthropology and general to the social and natural sciences.

<u>Required Core Courses (18-19 units)</u>		<u>Units</u>
ANT-1*/1H*	Physical Anthropology/Honors	3
ANT-2*/2H*	Cultural Anthropology	3
ANT-6*	Introduction to Archaeology	3
Group A	Choose from the list below	3-4
Group B	Choose from the list below	3
Group C	Choose from the list below	3

<u>Electives Group A (3-4 units)</u>		<u>Units</u>
ANT-3*	Prehistoric Cultures	3
MAT-12*/12H*	Statistics/Honors Statistics	4

<u>Electives Group B (3 units)</u>		<u>Units</u>
GEG-1*/1H*	Physical Geography	3
GEG-2*	Human Geography	3

<u>Electives Group C (3 units)</u>		<u>Units</u>
ANT-4*	Native American Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ANT-10	Forensic Anthropology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Anthropology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**ART HISTORY****(CSUGE) AA742  
(IGETC) AA743**

The Associate in Arts in Art History for Transfer degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an emphasis in art history. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Studio Art, Art History track at a California State University. It will also provide the student with a sufficient academic basis from which to pursue a career in the studio art professions.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Identify, describe, analyze, and discuss the stylistic characteristics of a wide variety of countries, regions, and periods of European and non-European artworks.
- Formulate and synthesize observations and evaluations regarding the historical, social, and political context in which various forms of art were created in both written and oral form.
- Apply various methodologies for interpreting a range of art forms to evaluate and analyze the ideas and philosophies expressed and explored within the art works.
- Critique, compare, and contrast various key artists, artworks and styles across a wide span of time using appropriate art terminology.
- Recognize distinctive iconography from a mixture of different geographical areas and relate these manifestations to local, social, cosmological, and political institutions.

<u>Required Courses (18 units)</u>		<u>Units</u>
ART-1/1H**	History of Western Art: Prehistoric, Ancient, and Medieval	3
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
Electives	Choose from List A	3
Electives	Choose from List B	3
Electives	Choose from List C	3

<u>List A: Choose 3 units from the following:</u>		<u>Units</u>
ART-5*	History of Non-Western Art	3
ART-9*	African Art History	3
ART-12*	Asian Art History	3

<u>List B: Choose 3 units from the following:</u>		<u>Units</u>
ART-15	Beginning Ceramics	3
ART-18	Intermediate Drawing	3
ART-20	Beginning Sculpture	3
ART-23	Color Theory and Design	3
ART-26	Beginning Painting	3
ART-30A	Printmaking-Introduction	3
ART-36A	Computer Art-Introduction	3
ART-40A	Figure Drawing-Introduction	3
PHO-8	Introduction to Photography	3

<u>List C: Choose 3 units from the following:</u>		<u>Units</u>
Any course from List A or List B not already used above		
ART-4*	Introduction to Visual Culture	3
ART-7*	Women Artists in History	3
ART-10*	Modern and Contemporary Art History	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Art History for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in a major area of emphasis, as determined by the community college district, and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**BUSINESS ADMINISTRATION (CSUGE) AS626 (IGETC) AS628**

This degree is designed to facilitate the student's passage from Riverside City College to the California State University (CSU) System with an Associate in Science in Business Administration for Transfer degree. This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Business Administration at a CSU. With this degree the student will be prepared for transfer to the university upper division level. Additionally, the intent of an associate degree for transfer is to assist students in seamlessly transferring to a CSU.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate use of technology and application software to analyze and solve business decisions.
- Demonstrate mathematical and accounting procedures used for business specific calculations and decisions.
- Demonstrate the application of economic and business theories to develop effective business processes.

Required Courses (24-26 units)		Units
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
BUS-18A	Business Law I	3
ECO-7*/7H*	Principles of Macroeconomics/Honors Principle of Macroeconomics	3
ECO-8*/8H*	Principles of Microeconomics/Honors Principle of Microeconomics	3
List A	Select from the list below	3-4
List B	Select from the list below	6-7

LIST A Select one from the following(3-4 units)		Units
MAT-4*	Finite Mathematics	3
MAT-5*	Calculus for Business and Life Science	4
MAT-12*/12H*	Statistics/Honors Statistics	4

LIST B Select two from the following (6-7 units)		Units
Any course from List A not used above		3-4
CIS-1A	Introduction to Computer Information Systems	3
BUS-10/10H or BUS-24	Introduction to Business Business Communication	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Science for Transfer Degree**

The Associate in Science in Business Administration for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in a major area of emphasis, as determined by the community college district, and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

*This program pathway will allow a full-time student to complete the ADT Business Administration in two years. For students who require a part-time pathway, please see a counselor.*

FALL TERM I	Units	SPRING TERM I	Units
MAT-37	6	ENG-1B	4
ENG-1A	4	POL-1	3
COM-1	3	MAT-12	4
CIS-1A	3	COM-12	3
<b>TOTAL UNITS</b>	<b>16</b>	<b>TOTAL UNITS</b>	<b>14</b>

WINTER TERM I	Units	SUMMER TERM I	Units
KIN-36	3	ARTS	3
		BUS-10	3
<b>TOTAL UNITS</b>	<b>3</b>	<b>TOTAL UNITS</b>	<b>3</b>

FALL TERM II	Units	SPRING TERM II	Units
ECON-8/ECON-7	6	ACC-1B	3
GEG-1 w/lab	4	ANT-1	3
ACC-1A	3	SPA-1, JAP-1, CHI-1	5
BUS-18A	3	HIS-6 or 7	3
<b>TOTAL UNITS</b>	<b>16</b>	<b>TOTAL UNITS</b>	<b>14</b>



**COMMUNICATION STUDIES****(CSUGE) AA587  
(IGETC) AA588**

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/Honors	3
COM-9*/9H*	Interpersonal Communication/Honors	3
Electives from Group A		3
Electives from Group B		6
Electives from Group C		3-4

Electives Group A (3 units)		Units
COM-2*	Persuasion in Rhetorical Perspective	3
COM-3*	Argumentation and Debate	3
COM-6*	Dynamics of Small Group Communication	3

Electives Group B (6 units)		Units
Any course not applied in group A		
COM-7	Oral Interpretation of Literature	3
COM-12*	Intercultural Communication	3
COM-20*	Introduction to Communication Theory	3

Electives Group C (3-4 units)		Units
Any COM course not applied in group A or B above		
COM-5	Parliamentary Procedure	1
COM-11*	Storytelling	3
COM-13*	Gender and Communication	3
COM-19	Reader's Theater	3
ANT-2*/2H*	Cultural Anthropology	3
JOU-7*	Mass Communications	3
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology/Honors	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Communication Studies for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**COMPUTER SCIENCE****(IGETC) AS650**

The Associate in Science in Computer Science for Transfer degree provides a solid preparation for transfer majors in computer science including an emphasis on object oriented programming logic in C++, computer architecture, calculus and calculus based physics. The intent of this degree is to assist students in seamlessly transferring to a CSU. With this degree the student will be prepared for transfer to the university upper division level in preparation for the eventual conferral of the Bachelor's Degree in Computer Science. The degree aligns with the approved Transfer Model Curriculum (TMC) in Computer Science.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Write programs utilizing the following data structures: arrays, records, strings, linked lists, stacks, queues, and hash tables.
- Write and execute programs in assembly language illustrating typical mathematical and business applications.
- Demonstrate different traversal methods of trees and graphs.

Required Courses (29 units)		Units
CSC/CIS-5	Programming Concepts and Methodology I: C++	4
CSC/CIS-7	Discrete Structures	3
CSC/CIS-11	Computer Architecture and Organization: Assembly	3
CSC/CIS-17A	Programming Concepts and Methodology II: C++	3
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4

\*Courses may also be used to fulfill general education requirements for the IGETC pattern, please confer with a counselor.

**Associate in Science for Transfer Degree**

The Associate in Science in Computer Science for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

*This program pathway will allow a full-time student to complete the ADT Computer Science in two years. For students who require a part-time pathway, please see a counselor.*

FALL TERM I	Units	SPRING TERM I	Units
MAT-1A	4	ENG-1B	4
ENG-1A	4	POL-1	3
COM-1	3	MAT-1B	4
CSC/CIS-5	4	COM-12	3
<b>TOTAL UNITS</b>	<b>15</b>	<b>TOTAL UNITS</b>	<b>14</b>

WINTER TERM I	Units	SUMMER TERM I	Units
KIN-36	3	CSC/CIS-17A	3
<b>TOTAL UNITS</b>	<b>3</b>	<b>TOTAL UNITS</b>	<b>3</b>

FALL TERM II	Units	SPRING TERM II	Units
PHY-4A	4	PHY-4B	4
GEG-1 w/lab	4	ANT-1	3
CSC/CIS-7	3	SPA-1, JAP-1, CHI-1	5
CSC/CIS-11	3	HIS 6 or 7	3
<b>TOTAL UNITS</b>	<b>14</b>	<b>TOTAL UNITS</b>	<b>15</b>

## EARLY CHILDHOOD EDUCATION (CSUGE) AS529 (IGETC) AS530

This program focuses on the theory and practice of early childhood care and education for children from birth to age eight for occupational preparation. The course of study will include the basic principles of educational and developmental psychology; the art of observing, teaching and guiding young children; planning and administration of developmentally appropriate inclusive educational activities; school safety and health issues; and the social and emotional foundations of early care and education. Students completing this program will have the potential of obtaining occupations in educational settings such as infant/toddler caregivers; preschool teachers; family home childcare providers; master teachers, site supervisors, program directors, child life specialists, and social services workers.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles

regarding how and why young children should receive early educational experiences.

- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.

Required Courses (25 units)	Units
EAR-19 Observation and Assessment In Early Childhood Education	3
EAR-20* Child Growth and Development	3
EAR-24 Introduction to Curriculum	3
EAR-25 Teaching in a Diverse Society	3
EAR-26 Health, Safety and Nutrition	3
EAR-28 Principles and Practices of Teaching Young Children	3
EAR-30 Practicum in Early Childhood Education	4
EAR-42* Child, Family, and Community	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Science for Transfer Degree

The Associate in Science in Early Childhood Education for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

*This program pathway will allow a full-time student to complete the ADT Early Childhood Education in two years. For students who require a part-time pathway, please see a counselor.*

FALL TERM I	Units	SPRING TERM I	Units
ENG-1A	4	ENG-1B	4
MAT-35	5	EAR Elective	3
EAR-20	3	COM-1 or 9	3
EAR-28	3	EAR-42	3
SOC-12 or ANT-2	3	EAR-24	3
<b>TOTAL UNITS</b>	<b>18</b>	<b>TOTAL UNITS</b>	<b>16</b>

FALL TERM II	Units	SPRING TERM II	Units
HES-1	3	EAR-26	3
EAR-19	3	ART-6 or DAN-6	3
KIN-30	3	GEG-1 w/lab	4
EAR-30	4	EAR Elective	3
HIS-6 or 7 or POL-1	3	EAR Elective	4
BIO-36	3		
<b>TOTAL UNITS</b>	<b>19</b>	<b>TOTAL UNITS</b>	<b>16</b>



**ECONOMICS****(CSUGE) AA756  
(IGETC) AA757**

The Associate in Arts in Economics for Transfer degree is a curricular pattern designed specifically to transfer students as Economics majors with junior status to the CSU system. Though the Associate in Arts in Economics for Transfer also provides broad general preparation for Economics majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Economics for Transfer will be provided with a deep appreciation of how the economy functions.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe, analyze and evaluate economic concepts, paradigms, and theories of the economy.
- Analyze data to identify major current economic problems and use economic theory to analyze and evaluate the problems.
- Identify current governmental policies to remedy economics problems and assess the effectiveness of these policies.

<u>Required Courses (20-21 units)</u>		<u>Units</u>
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
MAT-1A*	Calculus I	4
MAT-12*/12H*	Statistics/Honors	4
List A	Select from the list below	3-4
List B	Select from the list below	3

<u>LIST A Select one course from the following (3-4 units):</u>		<u>Units</u>
ACC-1A	Principles of Accounting I	3
ACC-1B	Principles of Accounting II	3
CIS-1A	Introduction to Computer Information	3
MAT-1B*	Calculus II	4

<u>LIST B Select one course from the following (3 units):</u>		<u>Units</u>
ECO-5*	Economics of the Environment	3
ECO/POL-6*	Introduction to Political Economy	3
ECO-9*/9H*	Economics of Poverty and Discrimination	3
ECO-10*	Economics and Personal Decision-making	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Economics 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.

**ENGLISH****(CSUGE) AA648  
(IGETC) AA649**

The Associate in Arts in English for Transfer degree is a curricular pattern designed specifically to transfer students as English majors with junior status to the CSU system. Though the Associate in Arts in English for Transfer also provides broad general preparation for English majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in English for Transfer will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses, and they will encounter interpretive questions to which there are multiple plausible answers. Students earning this degree will also have exposure to a variety of literary genres and periods and will be able to illustrate a basic understanding of the ways that literature can embody cultural, intellectual, and artistic trends.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- 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.
- Write essays of literary analysis effectively supported by effectively integrated, interpreted, and relevant textual evidence.
- Demonstrate an understanding of how cultural history informs and is informed by literature.

<u>Required Courses (19 units)</u>		<u>Units</u>
ENG-1B*/1BH*	Critical Thinking and Writing/Honors	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

<u>List A Choose two courses from the following (6 units):</u>		<u>Units</u>
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

<u>List B Choose two courses from the following (6 units)</u>		<u>Units</u>
Any course from List A not already used		
ENG/HUM-8*	Introduction to Mythology	3
ENG-11*	Creative Writing	3
ENG-16*	Introduction to Linguistics	3
ENG-44*	Poetry from the Twentieth Century to the Present	3



List C Choose one course from the following (3 units)		Units
Any course from List A and List B not already used		
ENG-9*	Introduction to Shakespeare	3
ENG-10	Special Studies in Literature	3
ENG-12*	Special Studies in Creative Writing	3
ENG-17A	Literary Magazine Production: Beginning	3
ENG-18*	Survey of Native American Literature	3
ENG-20*	Survey of African American Literature	3
ENG/HUM-23*	The Bible as Literature	3
ENG-25*	Latino Literature of the United States	3
ENG-30*	Children's Literature	3
ENG-34*	Literature by Women	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

LIST A Choose two courses from the following (6 units):		Units
GEG-3*	World Regional Geography	3
GEG-4*	Geography of California	3
GEG/PHS-5*	Weather and Climate	3

LIST B Choose two courses from the following (6 units)		Units
ANT-2*/2H*	Cultural Anthropology	3
GEG-6*	Geography of the United States and Canada	3
GEO-1*	Physical Geology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Geography 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.

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in English for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**GEOGRAPHY (CSUGE) AA758 (IGETC) AA759**

The Associate in Arts in Geography for Transfer degree is a curricular pattern designed specifically to transfer students as Geography majors with junior status to the CSU system. Though the Associate in Arts in Geography for Transfer degree also provides broad general preparation for Geography majors entering any four-year university, students must consult the specific requirements of any non-CSU campus to which they are applying. Students earning the Associate in Arts in Geography for Transfer degree will be provided with a deep appreciation of how the physical Earth works. This degree will assist students in seamlessly transferring to a CSU.

**Program Learning Outcomes**

- Upon successful completion of this program, students should be able to:
- Identify fundamental concepts specific to physical and cultural geography.
  - Identify conceptual and theoretical models pertaining to world, regional, and local geography.
  - Apply applications associated with various thematic maps.

Required Courses (19 units)		Units
GEG-1*/1H*	Physical Geography/Honors	3
GEG-1L*	Physical Geography Laboratory	1
GEG-2*	Human Geography	3
List A	Choose from the list below	6
List B	Choose from the list below	6



**HISTORY****(CSUGE) AA744  
(IGETC) AA745**

The Associate in Arts in History for Transfer Degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in History at a California State University. This degree is designed to prepare students to seamlessly transfer to a CSU.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Describe and analyze the economic, intellectual, political and social development of world civilizations and American institutions in the context of continuity and change.
- Articulate and demonstrate the range of ways that primary sources can be interpreted to arrive at different defensible interpretations of key historical events and movements.
- Demonstrate the ability to interpret historical events and movements both orally and in persuasive analytical essays.
- Evaluate the role of individuals, institutions, and cultures in history and in view of historical events in contemporary contexts for greater global awareness.

<u>Required Courses (18 units)</u>		<u>Units</u>
HIS-6*/6H*	Political and Social History of the United States/Honors	3
HIS-7*/7H*	Political and Social History of the United States/Honors	3
HIS-1*	History of World Civilizations I	3
HIS-2*/2H*	History of World Civilizations II/Honors	3
<u>List A Take 3 units from the following:</u>		<u>Units</u>
HIS-14*	African American History I	3
HIS-15*	African American History II	3
HIS-25*	History of Mexico	3
HIS-28*	Native American History I: Early Contact Period	3
HIS-29*	Native American History II: Contemporary Society	3
HIS-31*	Introduction to Chicano/a Studies	3
HIS-34*	History of Women in America	3
HUM-9*	American Voices	3
PHI-19*	Native American Thought	3
<u>List B Take 3 units from the following:</u>		<u>Units</u>
HIS-11*/ML-1*	Military History of the United States to 1900	3
HIS-12*/ML-2*	Military History of the United States Since 1900	3
HIS-19*	Modern Russia History	3
HUM-4*/4H*	Arts and Ideas: Ancient World Through the Late Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: Renaissance through the Modern Era/Honors	3
HUM-16*	Arts and Ideas: American Culture	3
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-5*	The Law and Politics	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in History for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including the above major requirements, and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**JOURNALISM****(CSUGE) AA670  
(IGETC) AA671**

This degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate in Arts in Journalism for Transfer Degree (AA-T in Journalism). This degree will satisfy the lower division requirements for the eventual conferral of the Bachelor's Degree in Journalism at CSU. Careers related to this field include work in news media and related occupations.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an applicable knowledge of the principles of ethical and socially responsible journalism.
- Demonstrate a working knowledge of the equipment and software used by news media.
- Demonstrate the ability to communicate effectively in news media and related occupations.

<u>Required Courses (18-19 units)</u>		<u>Units</u>
JOU-7*	Mass Communications	3
JOU-1	Introduction to Journalism	3
JOU-20A	Newspaper: Beginning	3
List A	Select from the list below	3
List B	Select from the list below	6-7
<u>List A: Choose 3 units:</u>		<u>Units</u>
JOU-2	Intermediate Reporting/ Newswriting	3
JOU/PHO-12	Photojournalism	3
JOU-20B	Newspaper: Intermediate	3
<u>List B: Choose 6-7 units:</u>		<u>Units</u>
COM-3*	Argumentation and Debate	3
ENG-1B*/1BH*	Critical Thinking and Writing/Honors	4
ENG-11*	Creative Writing	3
PHI-11*	Critical Thinking	3
or one from the following:		
PHO-8	Introduction to Photography	3
PHO-20	Introduction to Digital Photography	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Journalism for Transfer Degree (AA-T in Journalism). 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.

## MATHEMATICS

**(CSUGE) AS719  
(IGETC) AS720**

The Associate in Science Degree in Mathematics for Transfer is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate Degree in Mathematics at a California State University (but does not guarantee acceptance to a particular campus or major). It will also provide the student with a sufficient academic basis from which to pursue a career in mathematics, statistics, actuarial science, and education.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Reason mathematically both abstractly and computationally.
- Create and analyze mathematical models.

Required Courses (19-20 units)		Units
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4
Choose 2 courses from the following with at least 1 course from Group A		7-8

Group A		Units
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3

Group B		Units
PHY-4A*	Mechanics	4
CIS/CSC-5	Fundamentals of Programming Logic using C++	4

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Science for Transfer Degree

The Associate in Science in Mathematics for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of “C” or better.

## MUSIC

**(CSUGE) AA704  
(IGETC) AA705**

The Associate in Arts in Music 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 in Arts in Music at the California State University. This degree is designed to prepare students to demonstrate competence and discipline in the study of music theory, music analysis, music composition, and musicianship skills, and to demonstrate proficiency in ensemble skills and solo performance skills. Completion of this curriculum will demonstrate commitment to the serious study of Music in practice and in theory and provide comprehensive preparation for upper-division work. Careers for music graduates typically include performing, teaching, conducting, music production (recording) and composing/arranging.

### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate ensemble specific performance practices and professional standards of conduct expected of ensemble participants.
- Perform solo literature with an accompanist (if appropriate using stylistically accurate rhythm, pitch, diction (or articulation) and musical expression.
- Demonstrate the ability to “audiate” a musical score by sight reading and performing complex rhythms and by sightsinging chromatic, modulating, and post-tonal melodies.
- Demonstrate the ability to recognize patterns and musical function by aurally identifying and transcribing scales, modes, post-tonal melodies, and complex harmonic progressions.
- Analyze chromatic harmonic progressions that include modulation using 20th century techniques.
- Write, analyze, and compose music using 20th century techniques, such as tone rows, set theory, augmented sixth chords, pandiatonicism and polytonalism.
- Demonstrate keyboard proficiency at the level required to perform theoretical concepts studied in music theory courses.

Required Courses (24 units)		Units
<u>Theory: (16 units)</u>		
MUS-3*	Fundamentals of Music	4
MUS-4*	Music Theory I	4
MUS-5*	Music Theory II	4
MUS-6*	Music Theory III	4

<u>Applied Music: 1 unit per semester: 4</u>		Units
MUS-87	Applied Music Training, 1 unit per semester	4

<u>Ensemble: 1 unit per semester: 4</u>		Units
MUS-27	Amadeus Chamber Ensemble	1
MUS-31	College Choir	1
MUS-34	Vocal Jazz Lab	1
MUS-35	Vocal Music Ensembles	1
MUS-50	Master Chorale	1
MUS-51	Men's Ensemble	1
MUS-55	Community Concert Band	1
MUS-57	Gospel Singers	1
MUS-58	Gospel Choir	1
MUS-67	Community Chamber Ensemble	1
MUS-69	Festival Choir	1
MUS-71	College Chorus	1
MUS-75	Advanced Vocal Ensembles	1
MUS-80	Master Singers	1
MUS-83	Advanced Chamber Choir	1
MUS-85	Intersession Chamber Ensembles	1
MUS-86	Intersession Instrumental Ensembles	1
MUS-95	Community Symphony Band	1
MUS-P36	Piano Ensemble	1
MUS-P44	Jazz Lab Band	1
MUS-P84	Jazz Lab Orchestra	1

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.



**Notes:** Students in the Associate in Arts in Music for Transfer degree should be encouraged to study the courses below as additional preparation for upper-division music study:

- (1) **Music History/Literature:** Many four-year institutions offer a Music History/Literature survey course as part of their lower-division curriculum (counts in CSU GE Area C1): MUS-22, Survey of Music Literature, 3 units
- (2) **Keyboard Proficiency:** Most four-year institutions require that lower-division students pass a keyboard proficiency exam. The following courses are recommended to prepare students for the exam (4 units chosen from the following):
  - MUS-32A, Class Piano I, 1 unit
  - MUS-32B, Class Piano II, 1 unit
  - MUS-32C, Class Piano III, 1 unit
  - MUS-32D, Class Piano IV, 1 unit
  - MUS-53, Keyboard Proficiency, 1 unit

### Associate in Arts for Transfer Degree

The Associate in Arts in Music for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including a minimum of 18 semester units or 27 quarter units in the major as determined by the community college district and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements and with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

## PHILOSOPHY

**(CSUGE) AA715  
(IGETC) AA717**

The Associate in Arts in Philosophy for Transfer degree is designed to prepare the student for transfer to institutions of higher education and specifically intended to satisfy the lower division requirements for the Baccalaureate in Arts in Philosophy at the California State University. This degree is designed to prepare students to critically analyze the work of major figures in philosophy, evaluate topics in the key areas of philosophy, clearly express philosophical ideas both in writing and orally, and demonstrate an understanding of these ideas through their application to specific philosophical problems.



### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze and critically evaluate the work of major figures in philosophy
- Compare and contrast different philosophical views across historical periods and contexts of human experience
- Evaluate the most important topics in key areas of philosophy: theory of knowledge, metaphysics, ethics
- Demonstrate the ability to apply philosophical ideas to philosophical problems
- Express philosophical ideas and defend them in argument, both in writing and orally

<u>Required Courses (18 units)</u>		<u>Units</u>
PHI-32*	Introduction to Symbolic Logic	3
and one of the following:		
PHI-10*/10H*	Introduction to Philosophy/Honors	3
or		
PHI-12*	Introduction to Ethics: Contemporary Moral Issues	3
List A	Choose from the list below	3
List B	Choose from the list below	6
List C	Choose from the list below	3

<u>List A Take 3 units from the following:</u>		<u>Units</u>
Any course from the above required courses that have not been used or		
PHI-33*	Introduction to Social and Political Philosophy	3
PHI/HUM-35*	Philosophy of Religion	3

<u>List B Take 6 units from the following:</u>		<u>Units</u>
Any course from List A that has not been used or		
PHI-11*	Critical Thinking	3
PHI-19*	Native American Thought	3

<u>List C Take 3 units from the following:</u>		<u>Units</u>
Any course from List A or B that has not been used or		
HIS-1*	History of World Civilizations I	3
HIS-2*/2H*	History of World Civilizations II/Honors	3
HUM-4*/4H*	Arts and Ideas: Ancient World through the Late Medieval Period/Honors	3
HUM-5*/5H*	Arts and Ideas: The Renaissance through the Modern Era/Honors	3
HUM-10*/10H*	World Religions/Honors	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

### Associate in Arts for Transfer Degree

The Associate in Arts in Philosophy for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; attainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis.

**PHYSICS**

**(CSUGE) AS638  
(IGETC) AS640**

The Associate in Science in Physics for Transfer degree provides a foundation in physics and mathematics for students planning to transfer into a baccalaureate program in Physics. Successful completion of the transfer degree in Physics guarantees student acceptance to a local California State University to pursue a baccalaureate degree in Physics.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply appropriate physical laws and mathematical techniques to analyze various physical situations
- Perform various scientific experiments and to analyze data to check agreement with theoretical predictions

Required Courses (28 units)		Units
PHY-4A*	Mechanics	4
PHY-4B*	Electricity and Magnetism	4
PHY-4C*	Heat, Light and Waves	4
PHY-4D*	Modern Physics	4
MAT-1A*	Calculus I	4
MAT-1B*	Calculus II	4
MAT-1C*	Calculus III	4

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Science for Transfer Degree**

The Associate in Science in Physics for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units; the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern; a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district; obtainment of a minimum grade point average (GPA) of 2.0; earn a grade of C or better in all courses required for the major or area of emphasis.

**POLITICAL SCIENCE**

**(CSUGE) AA754  
(IGETC) AA755**

The Associate in Arts in Political Science for Transfer Degree is designed to prepare the student for a seamless transfer into the California State University (CSU) system to complete a baccalaureate degree in Political Science or similar major. This degree is designed to prepare students to understand and critically appraise the American political system and central issues in American politics, to evaluate topics in the key areas of political science, to clearly express political science concepts in scholarly writing, and to demonstrate an understanding of these ideas through their application to contemporary political problems.

Required Courses (18-19 units)		Units
POL-1*/1H*	American Politics/Honors	3
POL-2*/2H*	Comparative Politics/Honors	3
POL-4*/4H*	Introduction to World Politics/Honors	3
POL-11*	Political Theory	3
Select two courses from List A or		
Select one course from List A and one course from List B		6-7

List A		Units
MAT-12*/12H*	Statistics/Honors	4
POL-5*	The Law and Politics	3
POL-6*/ECO-6*	Introduction to Political Economy	3
POL-8 *	Introduction to Public Administration and Policy Development	3
POL-13*	Introduction to American Foreign Policy	3

List B		Units
ANT-2*/2H*	Cultural Anthropology/Honors	3
ANT-3*	Prehistoric Cultures	3
ANT-5*	Cultures of Ancient Mexico	3
ANT-6*	Introduction to Archaeology	3
ANT-7*	Anthropology of Religion	3
ANT-8*	Language and Culture	3
ECO-4*	Introduction to Economics	3
ECO-5*	Economics of the Environment	3
ECO-7*/7H*	Principles of Macroeconomics/Honors	3
ECO-8*/8H*	Principles of Microeconomics/Honors	3
GEG-2*	Human Geography	3
GEG-3*	World Regional Geography	3
GEG-4*	Geography of California	3
GEG-6*	Geography of the United States and Canada	3
HIS-1*	History of World Civilizations I	3
HIS-2*/2H*	History of World Civilizations II/Honors	3
HIS-6*/6H*	Political and Social History of the United States/Honors	3
HIS-7*/7H*	Political and Social History of the United States/Honors	3
HIS-11*/MIL-1*	Military History of the United States to 1900	3
HIS-12*/MIL-2*	Military History of the United States Since 1900	3
HIS-19*	Modern Russia History	3
HIS-25*	History of Mexico	3
HIS-26*	History of California	3
PSY-1*/1H*	General Psychology/Honors	3
PSY-9*	Developmental Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3
SOC-1*/1H*	Introduction to Sociology/Honors	3
SOC-2*	American Social Problems	3
SOC-3*	Social Inequality	3
SOC-12*	Marriage and Family Relations	3
SOC-20*	Introduction to Criminology	3
SOC-50*	Introduction to Social Research Methods	3

**Associate in Arts for Transfer Degree**

The Associate in Arts in Political Science for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.



**PSYCHOLOGY****(CSUGE) AA566  
(IGETC) AA568**

The Associate in Arts in Psychology for Transfer degree is designed to prepare students who wish to transfer for the purposes of pursuing studies in psychology. Specifically, this degree allows students to complete various lower division courses in preparation for obtaining a baccalaureate degree in psychology at a California State University.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply the basic tenets of psychology to the study of more in depth topics in upper division courses
- Distinguish between the main theoretical perspectives in psychology
- Analyze the primary subfields of psychology and gauge their contributions to the understanding of behavior, cognition, and emotion

<u>Required Courses (19-20 units)</u>		<u>Units</u>
PSY-1*/1H*	General Psychology/Honors	3
PSY-2*	Biological Psychology	3
PSY-9*	Developmental Psychology	3
PSY-50*	Research Methods in Psychology	4
MAT-12*/12H*	Statistics/Honors	4
OR		
PSY/SOC-48	Statistics for the Behavioral Sciences	3
List A	Choose from the list below	3

<u>List A (3 units)</u>		<u>Units</u>
PSY-8*	Introduction to Social Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**SOCIOLOGY****(CSUGE) AA695  
(IGETC) AA696**

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.

<u>Required Courses (18-19 units)</u>		<u>Units</u>
SOC-1*/1H*	Introduction to Sociology/Honors	3
Electives from Group A		6-7
Electives from Group B		6
Electives from Group C		3

<u>Electives Group A (6-7 units)</u>		<u>Units</u>
MAT-12*/12H*	Statistics/Honors	4
OR		
PSY/SOC-48	Statistics for the Behavioral Sciences	3
SOC-2*	American Social Problems	3
SOC-25*	Introduction to the Sociology of Sex and Gender	3
SOC-50*	Introduction to Social Research Methods	3

<u>Electives Group B (6 units)</u>		<u>Units</u>
SOC-10*	Race and Ethnic Relations	3
SOC-12*	Marriage Family Relations	3
SOC-20*	Introduction to Criminology	3

<u>Electives Group C (3 units)</u>		<u>Units</u>
SOC-3*	Social Inequality	3
SOC-15	Women in American Society	3
ANT-2*2H*	Cultural Anthropology /Honors	3
PSY-1*/1H*	General Psychology/Honors	3
PSY-8*	Introduction to Social Psychology	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Sociology for Transfer degree will be awarded upon completion of 60 California State University (CSU) transferable units including the above major requirements and the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) requirements with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**SPANISH**

**(CSUGE) AA707  
(IGETC) AA708**

The Associate in Arts in Spanish for Transfer provides transfer majors with a strong foundation not only in the four basic language skills (listening comprehension, reading comprehension, speaking and writing), but also in the civilization and cultures of Spain and Latin America. The degree emphasizes the acquisition of communicative competence and the development of intercultural awareness, appreciation and understanding. Additionally, the Spanish courses align well with preparation for transfer majors in related fields such as liberal arts, language arts and linguistics, and complement majors in international relations, political science, business, education, sociology and other areas of study at UC, CSU, and private colleges and universities.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate critical thinking skills in Spanish by interpreting and articulating ideas, questions, opinions and information at the high-intermediate level, both orally and in writing.
- Analyze the practices, products and perspectives of the Spanish-speaking countries and peoples throughout the world through a comparison of Hispanic cultures and their own.

Required Courses (23 units)		Units
SPA-1*/1H*	Spanish 1/Honors Spanish 1	5
SPA-2*/2H*	Spanish 2/Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish for Spanish Speakers	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3

List A: Select a minimum of one course (3 units)		Units
SPA-8*	Intermediate Conversation	3
SPA-11*	Spanish Culture and Civilization	3
SPA-12*	Latin American Culture and Civilization	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including 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.

**Note:** If a student places out of any required course and is not awarded units for that course, the student will have to take additional units to compensate for the course/units needed to reach at least 18 total units in the major (per Title 5 regulations). Appropriate course substitutions may be from List A or the courses listed below. Any other course substitution must be approved by the Spanish faculty of World Languages.

ANT-2*/2H*	Cultural Anthropology/Honors	CSU Area D
ANT-5*	Cultures of Ancient Mexico	CSU Area D
ANT-8*	Language and Culture	CSU Area D
ART-8*	Mexican Art History	CSU Area C1
ART-13*	Pre-Columbian Art History	CSU Area C1
ART-14*	Latin American Art: Colonial to the Present	CSU Area C1
COM-12*	Intercultural Communication	CSU Area D
ENG-25*	Latino Literature of the United States	CSU Area C2
GEG-2*	Human Geography	CSU Area D
HIS-25*	History of Mexico	CSU Area D
HIS-31*	Introduction to Chicano/a Studies	CSU Area C2 or D
SOC-1*/1H*	Introduction to Sociology	CSU Area D
SOC-10*	Race and Ethnic Relations	CSU Area D



**STUDIO ARTS****(CSUGE) AA693  
(IGETC) AA694**

The Associate in Arts in Studio Arts for Transfer degree is designed to facilitate the student's passage from Riverside City College to the California State University System with an Associate Degree in Art. This degree is intended to satisfy the lower division requirements for the Baccalaureate Degree in Art at a California State University. The Associate in Arts in Studio Arts for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Studio Arts or similar major.

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Articulate ideas utilizing art terminology for critical discussion.
- Demonstrate proficient technical and creative skills with a variety of art materials.
- Describe and discuss art in its cultural and historical context.
- Demonstrate accurate visual perception, working in an observational context.

<u>Required Courses (24 units)</u>		<u>Units</u>
ART-2*/2H*	History of Western Art: Renaissance through Contemporary/Honors	3
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
List A	Choose from the list below	3
List B	Choose from the list below	9

<u>List A: Choose 3 units from the following:</u>		<u>Units</u>
ART-1*/1H*	History of Western Art: Pre-Historic, Ancient, and Medieval	3
ART-5*	Non Western Art History	3
ART-12*	Asian Art History	3

List B: Choose one course from any three of the following areas for a maximum of 9 units:

<u>Curricular Area</u>		<u>Units</u>	
Drawing	ART-40A	Figure Drawing-Introduction	3
	ART-18	Intermediate Drawing	3
Painting	ART-26	Beginning Painting	3
	ART-30A	Printmaking-Introduction	3
Ceramics	ART-15	Beginning Ceramics	3
	ART-20	Beginning Sculpture	3
Digital Art	ART-36A	Computer Art- Introduction	3
Photography	PHO-8	Introduction to Photography	3
Color	ART-23	Color Theory and Design	3

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Studio Arts for Transfer degree will be awarded upon completion of 60 semester CSU-transferable units including the above major requirements and the California State University-General Education-Breadth pattern (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

**THEATRE ARTS****(CSUGE) AA747  
(IGETC) AA748**

An Associate in 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.

<u>Required Courses (18 units)</u>		<u>Units</u>
THE-3*	Introduction to the Theatre	3
THE-32	Acting Fundamentals Theatre Games and Exercises	3
THE-5	Theatre Practicum	3
or		
THE-6	Advanced Theatre Practicum	3
Electives	Select from the list below	9

<u>Select 9 units from the following:</u>		<u>Units</u>
THE-9*	Dramatic Literature-Script Analysis	3
THE-25	Makeup for the Stage	3
THE-33	Scene Acting: 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

\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

**Associate in Arts for Transfer Degree**

The Associate in Arts in Theatre Arts degree for Transfer (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 with a minimum grade point average of 2.0. All courses in the major must be completed with a grade of "C" or better.

## THIS IS A CHECKLIST – NOT A STUDENT EDUCATIONAL PLAN

**RIVERSIDE CITY COLLEGE**  
**California State University General Education Requirements**  
**2018-2019**

*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, you must complete 48 semester 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 course can only be certified if it was approved for CSU GE when it was taken.

**A. English Language Communication and Critical Thinking (minimum 9 semester or 12 quarter units)**

\*\*\*\****Must be completed prior to transfer!*** Select one course from each group. *Grades of 'C' or better are required.*

**A1. Oral Communication:** Communication Studies 1 or 1H,6,9 or 9H

**A2. Written Communication:** English 1A/1AH

**A3. Critical Thinking:** Communication Studies 2,3; English 1B or 1BH; Philosophy 11,32; Reading 4

**B. Scientific Inquiry and Quantitative Reasoning (minimum 9 semester or 12 quarter units)**

\*\*\*\****Must be completed prior to transfer!*** Select one course from groups 1, 2 and 4. *At least one of the science courses must have a lab – see underlined courses.*

**B1. Physical Science:** Astronomy 1A,1B; CHE 1A or 1AH,1B or 1BH,2A,2B,3,10,12A,12B; Geography 1 or 1H,1/1L or 1H/1L, 5; Geology 1,1/1L,1B,2,3; Oceanography 1,1/1L; Physical Science 1,5; Physics 2A,2B,4A,4B,4C,4D,10,10/11

**B2. Life Science:** Anthropology 1 or 1H,1L; Biology 1/1H,2A, 2B,3,4 (formerly BIO 17),5,6,7,8,9,10,14, 14/15, 18(formerly BIO 34),19 (formerly BIO 36),20,45 (formerly AMY 10),50A (formerly AMY 2A),50B (formerly AMY 2B), 55 (formerly MIC1),60 (formerly BIO 11),61 (formerly BIO 12); Psychology 2;

**B3. 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.

**B4. Mathematics/Quantitative Reasoning** (grade of 'C' or better is required): Math 1A,1B,1C,2,3,4,5,6,10,11,12 or 12H,25,26,36; Psychology/Sociology 48

**C. Arts and Humanities (minimum 9 semester or 12 quarter units)**

**Select three courses, with at least one course from “Arts” and one course from “Humanities”:**

**C1. Arts:** Art 1,2 or 2H, 5,6 or 6H,7,8,9,10,12,13,14; Communication Studies 11; Dance 6 or 6H; Film Studies 1 or 1H,2,3,4,5; Film, Television and Video 65; Music 6,19,20,21,22,23,25,26,89 or 89H; Theater Arts 3,9,29

**C2. 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, 11,12,14,15,16,18,20,23,25,30,34,35,40,41,44,45,48; Film Studies 5,7,8; Film, Television and Video 12; French 1,2,3,4, 8,11; German 1,2,3,11; History 1,2 or 2H,6 or 6H,7 or 7H,11,12,14,15,19,25,26,28,29,31,32,33,34,35; Humanities 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,12,13,14,19,33,35; Portuguese 1,2; Russian 1,2,3,11; Spanish 1 or 1H,1A,1B,2,3,3N,4,8,11,12

**D. Social Sciences (minimum 9 semester or 12 quarter units)**

**Select three courses from at least two disciplines:**

Anthropology 2 or 2H,3,4,5,6,7,8,21; Administration of Justice/Justice 1,3,9; Chemistry 17; Communications 9 or 9H,12,13,20; Early Childhood Studies 20,42; Economics 4,5,6,7 or 7H,8 or 8H,9 or 9H,10; Film, Television & Video 41; Geography 2,3,4,6; History 1,2 or 2H,6 or 6H,7 or 7H,11,12,14,15,19,25,26,28,29,31,32,33,34,35; Journalism 7; Military Science 1,2; Political Science 1 or 1H, 2 or 2H,3,4 or 4H, 5,6,7,ABCD,8,10,ABCD,11,12,13; Psychology 1 or 1H,8,9,33,35,50; Sociology 1 or 1H, 2,3,10,12,15,20,25,50

**E. Lifelong Learning and Self-Development (minimum 3 semester or 4 quarter units)**

Biology 16 (formerly BIO 30),35 (same as HESI); Early Childhood Studies 20,42; Guidance 47,48; Health Science 1; Kinesiology 4,10,12,35,36, 38; Psychology 9,33; Sociology 12

*Activity courses - **Only 1 unit of activity coursework may be applied towards area E.** Students may complete GUI-48 combined with 1 unit from the approved activity courses listed below in order to fulfill the 3 units required in area E:*

DAN 13,14,15,16,17,20,21,22,23,24,25,30,31,31B,32,33,34,37,38,39,43,44,45,46,47,48,49,50,51,60; KINA3,A4,A7,A9,A11, A12, A13,A20,A21,A28,A29,A30,A31A,A31B,A31C,V33,V34,A40.A41,A43,A44,A46,A47,V50,V51,V52,V53,A54A,A54B, A55, A57,V60,V61,A62,A64,A67,A68,A69,V70,A71,A74,A75A,A75B,A77A,A77B,A77C,V78,A80,A81A,A81B,A81C,A82, A83,A86,A87,A88,A89A,A89B,A89C,A90A,A90B,A90C,A92,V1,V2,V4,V5,V6,V7,V8,V9,V10,V11,V12,V14,V18,V19,V20, V21,V24,V25,V26,V92,V94,V95

*Military veterans who submit DD214 will be awarded 3 units towards Area E certification.*

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***CSU Graduation Requirement in United States History, Constitution, and Government***

Although this is not a part of the general education requirements, ***it is a CSU graduation requirement*** that you can complete at a community college before you transfer. One course may be applied toward completion of the nine units required under Area C. A different course chosen may also be used to partially fulfill the nine units required under Area D. The same course may not be used to partially fulfill both areas.

***1. U.S. History (3 units)***

History 6 or 6H or 7 or 7H,11,12,14,15,28,29,31,34; Humanities 16

***2. Constitution and Government (3 units)***

Political Science 1 or 1H

Note: Riverside City College's POL-1 fulfills the CSU graduation requirement in both U.S. government and California state and local government. Students with a score of 3 or higher on the AP U.S. Government and Politics exam or who have taken a U.S. government class at an out-of-state institution may have fulfilled the U.S. government requirement but will still need to fulfill the California state and local government in order to graduate from the CSU.

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**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 prior to admission.**
- 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).**
- 6. If you are completing an Associate Degree for Transfer (ADT) – please meet with a counselor to review important information.**

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**Note: Norco College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.**



## THIS IS A CHECKLIST – NOT A STUDENT EDUCATIONAL PLAN

**RIVERSIDE CITY COLLEGE**  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**  
**FOR TRANSFER TO CSU AND UC**  
**2018-2019**

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 Riverside City College to complete IGETC requirements. A course can only be certified if it was approved for IGETC when it was taken. 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 (minimum 6-9 semester or 8-12 quarter units)**

**CSU – 3 courses required; select one from each group:**

**UC – 2 courses required; select one from group 1A and one from group 1B:**

- a. **English Composition:** English 1A or 1AH
- b. **Critical Thinking--English Composition:** English 1B or 1BH
- c. **Oral Communication:** Communication Studies 1 or 1H, 6, 9 or 9H (CSU requirement only)

**Area 2. MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (minimum 3 semester or 4 quarter units)**

**Select one course:**

Math 1A\*\*,1B,1C,2,3,4,5\*\*,6,10\*\*,11\*\*,12 or 12H,25; Psychology/Sociology 48

**Area 3. ARTS AND HUMANITIES (minimum 9 semester or 12 quarter units)**

**3 courses required with at least one course from the “Arts” and one from the “Humanities”.**

- a. **Arts:** Arabic 11; Art 1,2 or 2H,5,6 or 6H,7,8,9,10,12,13,14; Chinese 11; Dance 6 or 6H; Film Studies 1 or 1H,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 or 89H; Russian 11; Spanish 11; Theater Arts 3,9,29
- b. **Humanities:** American Sign Language 3; Arabic 2,3,8; Art 4; Chinese 2; Communication Studies 12\*; English 6,7,8,9,14,15,18,20,23,25,30,34,35,40,41,44,45,48; Film Studies 7,8; French 2,3,4,8; German 2,3; History 1\*,2\* or 2H\*,6\* or 6H\*,7\* or 7H\*,11\*,12\*,14\*,15\*,19\*,25\*,26\*,28\*,29\*,31\*,32\*,33\*,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,12,13,14,19,33,35; Portuguese 2; Russian 2,3; Spanish 2,3,3N,4,8,12

**Area 4. SOCIAL AND BEHAVIORAL SCIENCES (minimum 9 semester or 12 quarter units)**

**Select three courses from at least two academic disciplines.**

Administration of Justice/Justice 1,3,9; Anthropology 1\* or 1H\*,2 or 2H,3,4,5,6,7,8,21; Chemistry 17; Communication Studies 12\*,13,20; Early Childhood Studies 20; Economics 4\*\*,5,7 or 7H,8 or 8H,9 or 9H,10; Economics 6 or Political Science 6; Geography 2,3,4,6; History 1\*,2\* or 2H\*,6\* or 6H\*,7\* or 7H\*,11\*,12\*,14\*,15\*,19\*,25\*,26\*,28\*,29\*,31\*,32\*,33\*,34\*,35\*; Journalism 7; Military Science 1,2; Political Science 1 or 1H,2 or 2H,3,4 or 4H,5,11,13; Psychology 1 or 1H,2\*,8,9,33,35,50; Sociology 1 or 1H,2,3,10,12,15,20,25,50

**Area 5. PHYSICAL AND BIOLOGICAL SCIENCES (minimum 7 semester or 9 quarter units)**

**Select at least one Physical and one Biological Science course. One of the two courses must include a lab – see underlined courses:**

- a. **Physical Science:** Astronomy 1A,1B; Chemistry 1A or 1AH,1B or 1BH, 2A\*\*,2B,3\*\*,10\*\*,12A,12B; Geography 1,1H,1L,5; Geology 1,1L,1B,3; Oceanography 1,1L; Physical Science 1,5; Physics 2A\*\*,2B\*\*,4A\*\*,4B\*\*,4C\*\*,4D\*\*,10\*\*/11\*\*
- b. **Biological Science:** Anthropology 1\* or 1H\*, 1L; Biology 1 or 1H,2A,2B,3,4 (formerly BIO 17),5,6\*\*,7,8\*\*,9,10\*\*,14,14/15,16 (formerly BIO 30),18 (formerly BIO 34),19 (formerly BIO 36),\*\*20,45 (formerly AMY 10), 50A (formerly AMY 2A), 50B (formerly AMY 2B),55 (formerly MIC 1),60 (formerly BIO 11),61 (formerly BIO 12); Psychology 2\*
- c. **Laboratory:** This course is satisfied by completion of any course in 5A or 5B with a laboratory. Lab courses are underlined.

6. **LANGUAGE OTHER THAN ENGLISH (Select one course - UC requirement only)**
- American Sign Language 1,2,3,4; Arabic 1,2,3; Chinese 1,2; French 1,2,3,4; German 1,2,3; 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 OR
  - Proficiency equivalent to two years of high school in the same language

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**CSU Graduation Requirement Only in United States History, Constitution and Government:**

**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. These courses may also be used to partially fulfill area 3B or 4.

**1. U.S. History (3 semester or 4 quarter units)**

History 6 or 6H or 7 or 7H,11,12,14,15,28,29,31,34; Humanities 16

**2. Constitution and Government (3 semester or 4 quarter units)**

Political Science 1 or 1H

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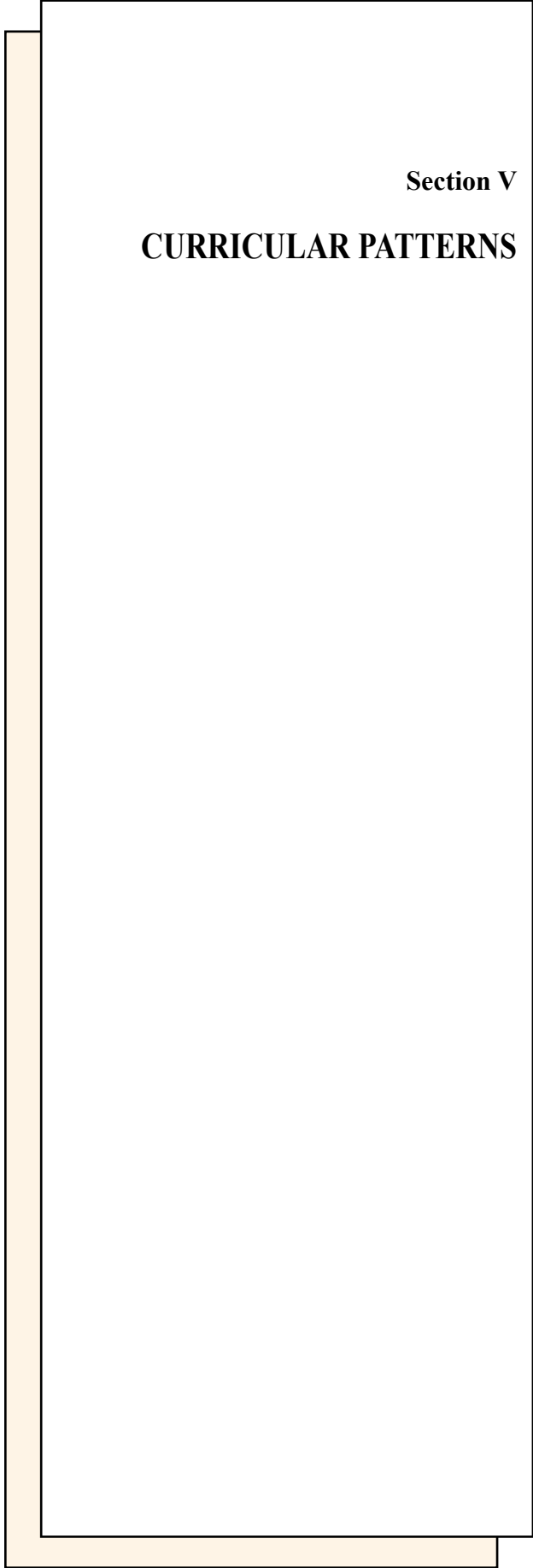
**IGETC Advisement: Former UC, CSU and students with coursework from other four-year institutions**, including outside the U.S., should consult with a counselor to determine whether they should complete IGETC or the lower-division general education requirements at the campus they plan to attend.

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. For updated information about these limitations please visit: <http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html>**
- It is highly recommended to make an appointment with a counselor to complete a student educational plan (SEP).**

**Note: Norco College and Moreno Valley College are separate colleges and the courses that are approved for CSU GE may vary. Students who wish to take courses at another institution and apply them towards CSU GE should always first consult with a counselor to make sure the course will fulfill the intended requirement.**



**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.

## 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.

## 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. The content/curriculum for each discipline-specific course is identical to the general work experience course (WKX-200).

### 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	Electronics
Administration of Justice	Engineering
Air Conditioning and Refrigeration	Film, Television and Video
Applied Digital Media and Printing	Fire Technology
Architecture	Game Development
Art	Human Services
Automotive Body	Journalism
Automotive Technology	Kinesiology
Biotechnology	Management
Business Administration	Manufacturing
Community Interpretation	Marketing
Computer Applications and Office Technology	Medical Assisting
Computer Information Systems	Music
Construction Technology	Music Industry Studies
Cosmetology	Nursing
Dance	Paralegal Studies
Dental Hygiene	Photography
Early Childhood Education	Real Estate
Education	Supply Chain Technology
	Theater Arts
	Welding

## HIGH SCHOOL COURSES

### Foreign Languages

Two years of high school language with a "C" or better are equivalent to the first semester of the same language at RCCD. For subsequent semesters, one year of high school language with a "C" or better is equivalent to one semester of the same language at RCCD. (For example, two years of high school Spanish are equivalent to Spanish 1 at RCCD; three years of high school Spanish are equivalent to Spanish 2; four years of high school Spanish are equivalent to Spanish 3.)

### Chemistry

Information regarding validation of high school chemistry courses for prerequisites can be found on the web at [www.rcc.edu/services/assessment/Pages/Chemistry.aspx](http://www.rcc.edu/services/assessment/Pages/Chemistry.aspx).

### Articulated Courses

The Riverside Community College District (RCCD) colleges (Moreno Valley, Norco, and Riverside City) have articulation agreements with partnering secondary education districts. Secondary to post-secondary articulation provides a method by which college credit is awarded for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework. Articulation reduces the need for students to repeat coursework in college and facilitates a smooth transition from secondary to post-secondary education. It allows students to more efficiently reach their educational and career goals. The articulated credit is transcribed as a letter grade on a student's RCCD college transcript. The minimum grade required for articulated credit is a "B". Not all courses are articulated. Students can find the most up-to-date listing of articulated courses, and instructions on how to apply for articulated credit, by visiting [www.explorecte.com/articulation](http://www.explorecte.com/articulation). For further information or assistance, please contact the Career and Technical Education Projects office, [cte-info@rccd.edu](mailto:cte-info@rccd.edu).

**MORENO VALLEY COLLEGE****Colton-Redlands-Yucaipa Regional Occupational Program**

Creating an Online Business (BUS-51)  
 Criminal Investigation (ADJ-13)  
 Ethics in Health Care (PHI-15)  
 Mind Matters: A Study of Mental Health and Illness (HMS-17)  
 Video Game Design (CIS-36)  
 Virtual Enterprise (BUS-30)

**Moreno Valley Unified School District**

Accounting 1 (ACC-55)  
 BA Empowering Entrepreneurs (BUS-10)  
 Body Systems and Disorders (MDA-1A)  
 Computer Applications I and II (CAT-50)  
 Introduction to Health Care (HET-79)  
 Office Suite I and II (CAT-80)  
 Virtual Business (BUS-30)

**NuView Union School District**

Anatomy/Physiology (BIO-45, formerly AMY-10)

**Riverside County Office of Education**

Emergency Medical Technician (EMS-50 and EMS-51)  
 Introduction to Health Careers (HET-79)  
 Introduction to Medical Professions (HET-79)  
 Professional Business Communications ROP (BUS-22 and BUS-47)

**Riverside Unified School District**

Intro to Health Careers (HET-79)  
 Medical Terminology (MDA-1A)

**Val Verde Unified School District**

Introduction to Business (BUS-10)  
 Photography II (PHO-20)

**NORCO COLLEGE****Alvord Unified School District**

Accounting Principles (ACC-55)  
 Anatomy/Physiology (BIO-45, formerly AMY-10)  
 CADD 1/ Introduction and CADD 3/Architectural Design (ARE-24)  
 CADD 1/Introduction and CADD 2 Engineering Graphics and Design (ENE-21)  
 CADD 1/Introduction, CADD 2/Engineering Graphics and Design and CADD 4/Animation (ENE-30)

**Baldy View Regional Occupational Program**

Digital Arts (ART-36A)

**Chaffey Joint Union High School District**

Art 3D Design I 1 and 2 (ART-20)  
 Computer Graphic Design I 1 and 2 (CIS-78A)  
 Digital Arts I 1 and 2 (ART-36A)

**Colton-Redlands-Yucaipa Regional Occupational Program**

Advanced Manufacturing I (MAN-38 and MAN-56)  
 Advanced Manufacturing 2 (MAN-39)  
 Construction Technology (CON-60)  
 STEAM Shop (ENE-10)

**Corona-Norco Unified School District**

Advanced Microsoft Word (CAT-80)  
 Applied Accounting A/B (ACC-55)  
 Anatomy and Physiology 1A and 1B (BIO-45, formerly AMY-10)  
 Architectural Design 1A and 1B (ARE-24 and ARE-25)  
 Business Law (BUS-18A)  
 Business Management and Leadership (MAG-44)  
 Computer Aided Drafting 2A and 2B (ENE-42)  
 Computerized Accounting 1A and 1B (ACC-65)  
 Digital Drawing for Game Art (GAM-80)  
 Digital Game Design A/B (GAM-23)  
 Introduction to Business (BUS-10)  
 Introduction to Engineering & Architectural Design 1A and 1B (ENE-21 and ENE-30)  
 Introduction to Excel (CAT-98A)  
 Introduction to Game Programming (GAM-50)  
 Introduction to PowerPoint (CAT-65)  
 Introduction to Simulation and Game Development (GAM-35)  
 History of Video Games (GAM-21)  
 Game Design Principles (GAM-22)  
 Technology Applications 1A and 1B (CIS-1A)  
 Video Game Prototyping A/B (GAM-24)

**Fontana Unified School District**

Construction Technology (CON-60)

**Lake Elsinore Unified School District**

AP Computer Science A (CIS-18A)  
 IB Design Technology HL2 (ENE-42)  
 Introduction to Engineering Design (ENE- 42)

**Moreno Valley Unified School District**

Digital Electronics (ELE-25)  
 Principles of Engineering (ENE-10)

**Murrieta Valley Unified School District**

Video Gaming 1/Computer Programming & Game Design (GAM-22 and GAM-35)  
 Video Gaming 2 – Game Design and Development (GAM-50 and GAM-80)

**Riverside County Office of Education ROP**

CIS Microsoft Tools Comprehensive (CAT-3)

**Riverside Unified School District**

Anatomy and Physiology (BIO-45, formerly AMY-10)  
 Digital Electronics (ELE-25)  
 Digital Game Design (GAM-50)  
 Game Design Principles (GAM-22)  
 Global Business Info/Tech Acad 2 (BUS- 30)  
 Principles of Engineering (ENE-10 and ENE-60)  
 Val Verde Unified School District



## RIVERSIDE CITY COLLEGE

### Alvord Unified School District

American Sign Language 2 (AML-1)  
American Sign Language 3 (AML-2)

### California School for the Deaf, Riverside

Introduction to Auto, Auto Service, and Auto Mechanics Comp (AUT-50)  
Intro/Int./Adv Digital Imaging (PHO-20)  
Introduction to Graphic Arts, Int. Graphics Tech, and Adv Graphic Prod (ADM- 77A)

### Chaffey Joint Union High School District

Computer Graphic Design II 1 and 2 (ADM-77A)  
Computer Graphic Design III 1 and 2 (ADM-63A)

### Colton-Redlands-Yucaipa Regional Occupational Program

The Art of Animation (ADM-67)  
Automotive General Service Technician (AUT-50)  
Careers in Nutrition and Wellness (KIN-4)  
CISCO Internetworking, Level 1 (CIS-26A)  
CISCO Internetworking, Level 2 (CIS-26B)  
Cybersecurity I (CIS-21)  
Cybersecurity II (CIS-27)  
Digital Video Production I (FTV-67)  
Digital Video Production II (FTV-74)  
Fashion Marketing (MKT-20)  
Fundamental Web Page Design (ADM-74A)  
Graphic Communications (ADM-1)  
Graphic Design - Honors (ADM-62)  
Graphic Design I (ADM-63A)  
Introduction to Criminal Justice (ADJ-1)  
Microsoft Office (CIS-93)  
Personal Fitness Trainer (KIN-43)  
Sports & Entertainment Marketing (MKT-50)  
Sports Medicine & Therapy (KIN-16)  
Welding Technology (WEL- 15)

### Corona-Norco Unified School District

3D Animation 1A/1B (ADM-68A)  
3D Animation 2A/2B (ADM-68B)  
Advanced Microsoft Word (CAT-80)  
Digital Photography 1A/1B (PHO-20)  
Introduction to Word (CAT- 34A)  
Introduction to PowerPoint (CAT-65)  
Introduction to Excel (CAT-98A)  
Photography 1A/1B (PHO-8)

### Fontana Unified School District

Dance 3 (DAN-7, DAN-D21, DAN-D32 and DAN-D37)

### Jurupa Unified School District

Photography 1 (PHO-8)  
Video Production and Television Production (FTV-45A)  
Video Production (FTV-67)

### Lake Elsinore Unified School District

Design 2 (ADM-71A)  
Digital Video Production (FTV-64A)  
Welding and Materials Joining 2 (WEL- 15)  
Welding and Materials Joining 1 (WEL-34)

### Moreno Valley Unified School District

Automotive Technology I and II (AUT-50)  
Photography (PHO-8 and PHO-9)  
Web Page Design (ADM-74)

### Murrieta Valley Unified School District

Intro to Design (Project Lead the Way) (ENE-4)

### Riverside County Office of Education ROP

Auto Collision & Refinishing Essentials (AUB-50)  
CIS Microsoft Tools I: Introduction of Word/Excel/PowerPoint (CIS-34A)  
CIS Microsoft Tools II: Intermediate-Advanced Word/Excel/  
Digital Film Production (FTV-67)  
Digital Imaging (ADM-71A and ADM-77A)  
Digital Photography I (PHO-20)  
Graphics Technology I and II (ADM-1)  
Maintenance & Light Repair I (AUT-50)  
PowerPoint (CIS-98A)  
Print Media Production (ADM-85A)  
Retail Merchandising and Principles of Marketing (MKT-20)  
Website Design & Development (CIS-72A)

### Riverside Unified School District

Advanced Digital Video Production (FTV-67)  
Introduction to Engineering Design (ENE-4)  
Media/Arts Acad 3 (FTV-67)  
Music Technology/Comp 1 (FTV-73)  
Web Design 2 (ADM-74)

### San Bernardino City Unified School District

Adobe Prep 1A/1B (ADM-71A)

### Temecula Valley Unified School District

American Sign Language 1 and 2 (AML- 1)  
Broadcast Journalism (FTV-45A)  
Computer Support Specialist-IT Essentials (CIS-25)  
Digital Film Production I (FTV-67)  
Internet Engineering (CIS-26A and CIS-26B)  
Music Tech II (MUS-8A)  
Music Tech III (MUS-8B)

### Val Verde Unified School District

Photography II (PHO-20)

## CAREER AND TECHNICAL EDUCATION PROGRAMS

Riverside City College offers Associate of Science Degrees and Certificate Programs with an occupational emphasis. Both provide instruction in skills and knowledge needed to enter a skilled or professional occupation. Associate of Science Degree programs require completion of at least 60 units of credit, which normally takes four semesters. Certificate programs, leading to an associate in science degree, require a minimum of 18 units, but vary in number of units required; most can be completed in two semesters. Certificates can lead to employment. Each course required for a certificate must be completed with a "C" grade or better. All certificate courses can be counted toward the degree as well as the major.

### Need for Specialized Training

Many find it difficult to secure employment or to advance in current positions and better-paying jobs without specialized training. General education coursework has its value, but in the early stages of a career it is specific, technical skills employers seek. A certificate is the best evidence specialized training has been secured. At times employers actually require certificates as a condition of employment or reclassification for higher pay.

### Who Can Enroll in the Career and Technical Education Programs?

Individuals wishing to enroll at Riverside City College must file an official application. Admission to Riverside City College is regulated by state law as prescribed in the California Education Code.

### Certificate Course Requirements

Students should plan to enroll in the specific courses listed under the certificate desired. If a required course for a certificate program is no longer offered, please see the department chair to ascertain an acceptable course substitute. Fifty percent of the coursework required for any certificate pattern must be completed at Riverside Community College District.

## CAREER AND TECHNICAL EDUCATION GUIDED PATHWAYS

The Career and Technical Education Guided Pathways are designed to provide students with the most direct route to certificate and degree completion. Each certificate pattern references the classes that are required, and references when the classes are normally scheduled. Each pathway provides a period of time a full time student can anticipate completing the certificate or degree. For students who require a part-time pathway, please see a counselor. Please note that the scheduling patterns may be modified based on student need.

## ASSOCIATE OF SCIENCE DEGREE

The Associate of Science Degree consists of course work totaling 60 units or more. This includes coursework in a specific college certificate pattern plus general education and elective courses.

## STATE-APPROVED CERTIFICATE

### (Certificate of Achievement)

The state-approved certificate consists of coursework totaling 18 units or more (sometimes 12 units or more) completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

## LOCALLY-APPROVED CERTIFICATE


### (Certificate of Career Preparation)

The locally-approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.



Location	Program & Program Code	Locally Approved Certificates	State Approved Certificates	Associate Degree
<b>Moreno Valley College</b>				
Ben Clark Training Center	Administration of Justice - MAS504/MAS504B/MAS504C/MCE504		•	•
	AOJ/Basic Correctional Deputy Academy MCE783	•		
	AOJ/Basic Public Safety Dispatch Course MCE784	•		
	Law Enforcement - MAS563/MAS563B/MAS563C/MCE563		•	•
	Emergency Medical Technician MCE801	•		
	Paramedic - MAS585/MAS585B/MAS585C/MCE585		•	•
	Fire Technology - MAS555/MAS555B/MAS555C/MCE555		•	•
	Chief Officer - MAS826/MAS826B/MAS826C/MCE826		•	•
	Fire Officer - MAS827/MAS827B/MAS827C/MCE827		•	•
	Firefighter Academy - MAS669/MAS669B/MAS669C/MCE669		•	•
<b>NORCO COLLEGE</b>				
International Rectifier Temecula	Digital Electronics - NAS656/NAS656B/NAS656C/NCE656		•	•

Program	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>AREA OF EMPHASIS</b>						
Administration & Information Systems			•	MAA494*/MAA494B*/MAA494C*	NAA494*/NAA494B*/NAA494C*	AA494*/AA494B*/AA494C*
American Studies			•	MAA492*/MAA492B*/MAA492C*		AA492*/AA492B*/AA492C*
Communications, Media & Languages			•	MAA495*/MAA495B*/MAA495C*	NAA495*/NAA495B*/NAA495C*	AA495*/AA495B*/AA495C*
Fine & Applied Arts			•	MAA496*/MAA496B*/MAA496C*	NAA496*/NAA496B*/NAA496C*	AA496*/AA496B*/AA496C*
Humanities, Philosophy & Arts			•	MAA497*/MAA497B*/MAA497C*	NAA497*/NAA497B*/NAA497C*	AA497*/AA497B*/AA497C*
Kinesiology, Health and Wellness			•	MAA498*/MAA498B*/MAA498C*	NAA498*/NAA498B*/NAA498C*	AA498*/AA498B*/AA498C*
Social & Behavioral Studies			•	MAA499*/MAA499B*/MAA499C*	NAA499*/NAA499B*/NAA499C*	AA499*/AA499B*/AA499C*
Math and Science			•	MAS493*/MAS493B*/MAS493C*	NAS493*/NAS493B*/NAS493C*	AS493*/AS493B*/AS493C*

 Associate Degree for Transfer™	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•		NAS642*	AS642*
With IGETC pattern			•		NAS643*	AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	AA616*
With IGETC pattern			•	MAA618*	NAA618*	AA618*
Art History						
With CSUGE pattern			•			AA742*
With IGETC pattern			•			AA743*
Biology						
With CSUGE pattern			•	MAS767	NAS767	
With IGETC pattern			•	MAS768	NAS768	
Business Administration						
With CSUGE pattern			•	MAS626*	NAS626*	AS626*
With IGETC pattern			•	MAS628*	NAS628*	AS628*
Chemistry						
With IGETC pattern			•		NAS769	
Communication Studies						
With CSUGE pattern			•	MAA587*	NAA587*	AA587*
With IGETC pattern			•	MAA588*	NAA588*	AA588*
Computer Science						
With IGETC pattern			•	MAS650*	NAS650*	AS650*
Early Childhood Education						
With CSUGE pattern			•	MAS529*	NAS529*	AS529*
With IGETC pattern			•	MAS530*	NAS530*	AS530*
Economics						
With CSUGE pattern			•			AA756*
With IGETC pattern			•			AA757*
English						
With CSUGE pattern			•	MAA648*	NAA648*	AA648*
With IGETC pattern			•	MAA649*	NAA649*	AA649*
Geography						
With CSUGE pattern			•			AA758*
With IGETC pattern			•			AA759*
History						
With CSUGE pattern			•	MAA744*	NAA744*	AA744*
With IGETC pattern			•	MAA745*	NAA745*	AA745*

For information about our graduation rates, the median debt of students who complete programs, and other important information, please visit our website at <http://academic.rccd.edu/gainfulemployment/>

Journalism						
With CSUGE pattern			•			AA670*
With IGETC pattern			•			AA671*
Mathematics						
With CSUGE pattern			•	MAS719*	NAS719*	AS719*
With IGETC pattern			•	MAS720*	NAS720*	AS720*
Music						
With CSUGE pattern			•	MAA704		AA704
With IGETC pattern			•	MAA705		AA705
Philosophy						
With CSUGE pattern			•	MAA715*	NAA715*	AA715*
With IGETC pattern			•	MAA717*	NAA717*	AA717*
Physics						
With CSUGE pattern			•		NAS638*	AS638
With IGETC pattern			•		NAS640*	AS640
Political Science						
With CSUGE pattern			•	MAA754*	NAA754*	AA754*
With IGETC pattern			•	MAA755*	NAA755*	AA755*
Psychology						
With CSUGE pattern			•	MAA566*	NAA566*	AA566*
With IGETC pattern			•	MAA568*	NAA568*	AA568*
Sociology						
With CSUGE pattern			•	MAA695*	NAA695*	AA695*
With IGETC pattern			•	MAA696*	NAA696*	AA696*
Spanish						
With CSUGE pattern			•	MAA707*	NAA707*	AA707*
With IGETC pattern			•	MAA708*	NAA708*	AA708*
Studio Arts						
With CSUGE pattern			•	MAA693*	NAA693*	AA693*
With IGETC pattern			•	MAA694*	NAA694*	AA694*
Theatre Arts						
With CSUGE pattern			•			AA747*
With IGETC pattern			•			AA748*



Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>ADMINISTRATION OF JUSTICE</b>		•	•	MAS504*/MAS504B*/MAS504C*/MCE504*		AS504*/AS504B*/AS504C*/CE504*
AOJ/Basic Correctional Deputy Academy	•			MCE783		
AOJ/Basic Public Safety Dispatch Course	•			MCE784		
Crime Scene Investigation	•				NCE619	CE619
Investigative Assistant	•					CE785*
Law Enforcement		•	•	MAS563*/MAS563B*/MAS563C*/MCE563*		
Victim Services Aide	•					CE679*
<b>AIR CONDITIONING AND REFRIGERATION</b>		•	•			AS596/AS596B/AS596C/CE596
<b>APPLIED DIGITAL MEDIA AND PRINTING</b>						
Basic Graphic Communication	•					CE822
Basic Graphic Design	•					CE823
Graphic Design and Printing		•	•			AS653/AS653B/AS653C/CE653
Electronic Publishing and Design	•					CE862
Motion Graphics and 3D Animation	•					CE821
<b>ARCHITECTURE</b>						
Architectural Graphics	•				NCE787	
<b>ART</b>						
Visual Communications-Animation	•					CE774
Visual Communications-Illustration	•					CE825
<b>AUTOMOTIVE TECHNOLOGY</b>						
Automotive Collision Repair-Refinishing and Paint		•	•			AS511/AS511B/ AS511C/CE511
Automotive Trim and Upholstery		•	•			AS516/AS516B AS516C/CE516
Electrical		•	•			AS513/AS513B/ AS513C/CE513
Ford Specialty			•			AS519/AS519B/AS519C
General Motors Specialty			•			AS583/AS583B/AS583C
Mechanical		•	•			AS515/AS515B/AS515C/CE515

\*50% or more of the certificate/degree may be completed online  
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<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>BUSINESS ADMINISTRATION</b>						
Accounting Concentration		•	•	MAS523*/MAS523B*/MAS523C*/MCE523*	NAS523*/NAS523B*/NAS523C*/NCE523*	AS523*/AS523B*/AS523C*/CE523*
Banking and Finance Concentration		•	•			AS631*/AS631B*/AS631C*/CE631*
General Business Concentration		•	•	MAS524*/MAS524B*/MAS524C*/MCE524*	NAS524*/NAS524B*/NAS524C*/NCE524*	AS524*/AS524B*/AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/AS623C*/CE623*
Logistics Management Concentration		•	•		NAS580*/NAS580B*/NAS580C*/NCE580*	
Management Concentration		•	•	MAS521*/MAS521B*/MAS521C*/MCE521*	NAS521*/NAS521B*/NAS521C*/NCE521*	AS521*/AS521B*/AS521C*/CE521*
Marketing Concentration		•	•	MAS525*/MAS525B*/MAS525C*/MCE525*		AS525*/AS525B*/AS525C*/CE525*
Real Estate Concentration		•	•	MAS527*/MAS527B*/MAS527C*/MCE527*	NAS527*/NAS527B*/NAS527C*/NCE527*	AS527*/AS527B*/AS527C*/CE527*
Entrepreneurship		•	•			AS531*/AS531B*/AS531C*/CE531*
Entrepreneurship	•					CE874
Entrepreneurship: Getting Started	•				NCE861	
Entrepreneurship: Legal and Finance	•				NCE864*	
General Business	•					CE878
Gig Economy	•					CE872
Human Resources	•					CE868
International Business	•					CE627*
Management	•					CE877
Marketing	•					CE879
Operations and Production Mgmt	•					CE833*
Real Estate Practice	•					CE873
Real Estate Salesperson and Transaction	•				NCE854*	CE869
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557*/MAS557B*/MAS557C*/MCE557		

\*50% or more of the certificate/degree may be completed online

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Business Information Worker		•				CE522
Business Information Worker		•	•		NAS522/NAS522B/ NAS522C/NCE522	
Executive Office Management		•	•			AS639*/AS639B*/ AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
<b>COMPUTER INFORMATION SYSTEMS</b>						
C++ Programming	•				NCE803*	
C++ Programming		•				CE741
CISCO Networking	•					CE810*
Computer Applications		•	•	MAS726*/MAS726B* MAS726C*/MCE726*		
Computer Programming		•	•	MAS728*/MAS728B*/ MAS728C*/MCE728*	NAS728*/NAS728B*/ NAS728C*/NCE728*	AS728*/AS728B*/ AS728C*/CE728*
Full Stack Web Design	•				NCE889	
Graphic Design		•	•		NAS647*/NAS647B*/ NAS647C*/NCE647*	
Information Security and Cyber Defense		•				CE740
Information Security	•					CE870
Java Programming	•				NCE809*	
Java Programming		•				CE742*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Web Master-Web Designer	•			MCE820*		CE820*
Web Master-Web Developer	•			MCE843*		CE843*
<b>CONSTRUCTION TECHNOLOGY</b>		•	•		NAS532/NAS532B/ NAS532C/NCE532	
<b>COSMETOLOGY</b>		•	•			AS534/AS534B/ AS534C/ CE534
Cosmetology Business Admin – Entrepreneurial Concentration		•	•			AS537*/AS537B*/ AS537C*/CE537*
Cosmetology Business Admin – Mgmt and Supervision Concentration		•	•			AS535*/AS535B*/ AS535C*/CE535*
Cosmetology, Instructor Training	•					CE675
Esthetician		•				CE673

\*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://academic.rccd.edu/gainfulemployment/>

<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>CULINARY ARTS</b>		•	•			AS561/AS561B/ AS561C/ CE561
<b>DANCE</b>						
Pilates Dance/Conditioning Instructor	•					CE857
<b>DENTAL ASSISTANT</b>		•	•	MAS621/MAS621B/ MAS621C/MCE621		
<b>DENTAL HYGIENE</b>			•	MAS724/MAS724B/ MAS724C		
<b>DRAFTING TECHNOLOGY</b>		•	•		NAS539/NAS539B/ NAS539C/NCE539	
<b>EARLY CHILDHOOD EDUCATION</b>		•	•	MAS544*/MAS544B*/ MAS544C*/MCE544*	NAS544*/NAS544B*/ NAS544C*/NCE544*	AS544*/AS544B*/ AS544C*/CE544*
ECE/Assistant Teacher	•			MCE795*	NCE795*	CE795*
ECE/Twelve Core Units	•			MCE797*	NCE797*	CE797*
Early Childhood Intervention Assistant		•	•	MAS601*/MAS601B*/ MAS601C*/MCE601*	NAS601*/NAS601B*/ NAS601C*/NCE601*	AS601*/AS601B*/ AS601C*/CE601*
Infant and Toddler Specialization	•			MCE681*		CE681*
<b>EDUCATION PARAPROFESSIONAL</b>		•	•	MAS603*/MAS603B*/ MAS603C*/MCE603*		AS603*/AS603B*/ AS603C*/CE603*
<b>ELECTRICIAN/ELECTRONICS</b>						
Digital Electronics		•	•		NAS656/NAS656B/ NAS656C/NCE656	
Electrician		•	•		NAS766/NAS766B/ NAS766C/NCE766	
Electrician Apprenticeship		•	•		NAS485/NAS485B/ NAS485C/NCE485	
Green Technician	•				NCE856	
Sound and Communication Systems Installer Apprenticeship		•	•			
<b>EMERGENCY MEDICAL SERVICES</b>						
Emergency Medical Technician	•			MCE801		
Paramedic		•	•	MAS585/MAS585B/ MAS585C/MCE585		
<b>ENGINEERING</b>						
3-D Mechanical Drafting	•				NCE863	
Engineering Graphics	•				NCE796	
Pre-Engineering			•		NAS763	
With CSUGE pattern			•		NAS764	
With IGETC pattern			•		NAS765	
<b>ENGLISH AS A SECOND LANGUAGE</b>	•			MCE866		

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Certificates & Degrees	Locally Approved Certificates	State Approved Certificates	Associate Degree	Moreno Valley	Norco	Riverside
<b>FILM, TELEVISION AND VIDEO</b>						
Basic Television Production	•					CE842
Production Specialist		•	•			AS641*/AS641B*/AS641C*/CE641
<b>FIRE TECHNOLOGY</b>		•	•	MAS555*/MAS555B*/MAS555C*/MCE555		
Chief Officer		•	•	MAS826/MAS826B/MAS826C/MCE826		
Fire Officer		•	•	MAS827/MAS827B/MAS827C/MCE827		
Firefighter Academy		•	•	MAS669/MAS669B/MAS669C/MCE669		
<b>GAME DEVELOPMENT</b>						
Game Art: Character Modeling		•	•		NAS687/NAS687B/NAS687C/NCE687	
Game Art: Environments and Vehicles		•	•		NAS688/NAS688B/NAS688C/NCE688	
Game Design		•	•		NAS685*/NAS685B*/NAS685C*/NCE685	
Game Programming		•	•		NAS691*/NAS691B*/NAS691C*/NCE691	
<b>HUMAN SERVICES</b>		•	•	MAS663/MAS663B/MAS663C/MCE663		
Employment Support Specialization	•			MCE802		
<b>KINESIOLOGY/EXERCISE, SPORT &amp; WELLNESS</b>						
Athletic Training Emphasis		•	•			AS597*/AS597B*/AS597C*/CE597
Coaching Emphasis		•	•			AS599*/AS599B*/AS599C*/CE599
Fitness Professions Emphasis		•	•			AS595*/AS595B*/AS595C*/CE595
<b>LOGISTICS MANAGEMENT</b>		•	•		NAS579*/NAS579B*/NAS579C*/NCE579*	
<b>MANUFACTURING TECHNOLOGY</b>						
Computer Numerical Control Programming		•	•		NAS655/NAS655B/NAS655C/NCE655	
Computerized Numerical Control (CNC) Operator	•				NCE799	
Conventional Machine Operator	•				NCE865	
Facilities Maintenance		•	•		NAS771/NCE771	
Industrial Automation		•	•		NAS737/NAS737B/NAS737C/NCE737	

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<b>Certificates &amp; Degrees</b>	Locally Approved Certificates	State Approved Certificates	Associate Degree	<b>Moreno Valley</b>	<b>Norco</b>	<b>Riverside</b>
<b>MEDICAL ASSISTING</b>						
Admin/Clinical Medical Assisting		•	•	MAS718*/MAS718B*/MAS718C*/MCE718		
Medical Transcription		•	•	MAS701*/MAS701B*/MAS701C*/MCE701		
<b>MUSIC</b>			•	MAA564*/MAA564B*/MAA564C*		AA680/AA680B/AA680C
Jazz Performance	•					CE852
Music Performance	•					CE851
Music Technology	•					CE850
Piano Performance	•					CE853
<b>MUSIC INDUSTRY STUDIES</b>						
Audio Production		•	•		NAS684*/NAS684B*/NAS684C*/NCE684	
Performance		•	•		NAA645/NAA645B/NAA645C/NCE645	
<b>NURSING</b>						
Critical Care Nurse	•					CE581
Nursing Assistant	•					CE584
Registered Nursing			•			AS586/AS586B/ AS586C
Vocational Nursing		•	•			AS588/AS588B/AS588C/CE588
<b>PARALEGAL STUDIES</b>			•			AS591*/AS591B*/AS591C*
<b>PHOTOGRAPHY</b>		•	•			AS592/AS592B/AS592C/CE592
<b>RETAIL MANAGEMENT/WAFC</b>		•	•		NAS536*/NAS536B*/NAS536C*/NCE536*	
<b>SIGN LANGUAGE INTERPRETING</b>		•	•			AS505*/AS505B*/AS505C*/CE505
<b>SUPPLY CHAIN TECHNOLOGY</b>		•	•		NAS408/NAS408B/NAS408C/NCE408	
<b>WELDING TECHNOLOGY</b>		•	•			AS606/AS606B/AS606C/CE606
Pipe Welding	•					CE849
Stick Welding (SMAW)	•					CE824
TIG Welding (GTAW)	•					CE819
Wire Welding (FCAW, GMAW)	•					CE818

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## ACCOUNTING

### See Business Administration

## ADMINISTRATION OF JUSTICE

### ADMINISTRATION OF JUSTICE (MR) AS504/AS504B/ AS504C/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/JUS-1	Introduction to the Administration of Justice 3	ADJ/JUS-2
ADJ/JUS-2	Principles and Procedures of the Justice System	3
ADJ/JUS-3	Concepts of Criminal Law	3
ADJ/JUS-4	Legal Aspects of Evidence	3
ADJ/JUS-5	Community Relations	3
Electives	Choose from elective courses in the discipline	12

#### Associate of Science Degree

The Associate of Science Degree in Administration of Justice will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

### CRIME SCENE INVESTIGATION (NR) CE619

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of crime scene investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professional Forensic Identification Technicians, within the criminal justice system, to properly gather, analyze, prepare, and present crime scene evidence.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an advanced knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate an advanced knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate an advanced ability to use computer technology to report the collection, preservation, and presentation of crime scene evidence.

Required Courses (15 units)		Units
ADJ/JUS-2	Principles and Procedures of the Justice System	3
ADJ/JUS-3	Concepts of Criminal Law	3
ADJ/JUS-13	Criminal Investigation	3
ADJ/JUS-14	Advanced Criminal Investigation	3
ANT-10	Forensic Anthropology	3

### INVESTIGATIVE ASSISTANT (R) CE785

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of criminal investigation and forensic science at the assistant level. The successful participant will gain sufficient skills and understanding of the criminal investigative procedure to assist professionals in all areas of the criminal justice system to properly gather, analyze, prepare, and present evidence in criminal matters, e.g., Police, District Attorneys, and courts.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate a basic knowledge of the principle components of criminal law and the criminal justice system.
- Demonstrate a basic knowledge of the procedures and process of collecting, preserving, and cataloging physical evidence from a crime scene.
- Demonstrate the ability to properly write official reports related to the collection, preservation, and presentation of crime scene evidence.
- Demonstrate the ability to employ computer technology to facilitate student learning outcomes 1 through 3 above.

Required Courses (15 units)		Units
ADJ/JUS-3	Concepts of Criminal Law	3
ADJ/JUS-4	Legal Aspects of Evidence	3
ADJ/JUS-13	Criminal Investigation	3
ADJ-23	Criminal Justice Report Writing <sup>1</sup>	3
CIS-1A	Introduction to Computer Information Systems	3

<sup>1</sup> Successful completion of ENG-1A may substitute for this course.

**VICTIM SERVICES AIDE (R)****CE679**

This certificate is designed to offer a basic pattern of course work that will prepare the participant to enter the professional field of Victim Services Advocacy within the contemporary Criminal Justice System as an assistant. The successful participant will gain sufficient skills and understanding of the Victim Services arena to interview, counsel, refer, case-manage, and otherwise assist crime victims with the myriad problems associated with such victimization.

**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/JUS-1	Introduction to the Administration of Justice	3
ADJ/JUS-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

## AIR CONDITIONING AND REFRIGERATION

**AIR CONDITIONING AND REFRIGERATION (R)****AS596/AS596B/  
AS596C/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 (26-27units)		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)		Units
CON-62	Blueprint Reading	3
WEL-34	Metals Joining Processes	2

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AIR-50A	5	◆	◆	◆	◆
AIR-50B	5	◆		◆	
AIR-51A	5	◆		◆	
AIR-51B	5	◆		◆	
AIR-53	4	◆		◆	
CON-62	3	◆		◆	
WEL-34	2	◆	◆	◆	

**Associate of Science Degree**

The Associate of Science Degree in Air Conditioning and Refrigeration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## APPLIED DIGITAL MEDIA AND PRINTING

**GRAPHIC DESIGN AND PRINTING (R)****AS653/AS653B  
AS653C/CE653**

This program prepares students for a wide variety of careers in graphic communication and new media. 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 within a live, production facility. Classes are structured to give strong academic and hands-on experience for entry into the graphic communication/new media 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 graphics projects that demonstrate competent formal design skills including typography, composition and effective imagery.
- Create graphics projects from concept to completion considering target market, color model, resolution, and media specifications

for offset, digital and multimedia publication, and if applicable, assign substrates and inks for its publication.

- 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 printing press 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.

The ADM program prepares students for the following careers in graphic communications: production artist, graphic designer, web designer, illustrator, advertising designer, animator, prepress technician, press operator, bindery/finishing technician and production manager.

#### Required Courses (36 units) Units

ADM-1	Introduction to Applied Digital Media	3
ADM-2A	Color Systems and File Management	1
ADM-2B	Prepress, Paper and Ink	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-55	Business Management for Graphic Communications	3
ADM-62	Typography and Graphic Design	3
ADM-63A	Design for Print Publication	3
ADM-70	Project Production and Portfolio	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-85A	Commercial Printing	3

#### Electives (9 units) Units

ADM-63B	Design for Electronic Publication	3
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71B	Adobe Photoshop, Advanced	3
ADM-74A	Web Design	3
ADM-74B	Web Design With Dreamweaver	3
ADM-77B	Adobe Illustrator, Advanced	3
ADM-80	Electronic Pre-press	3
ADM-85B	Commercial Printing, Advanced	3
ADM-200	Applied Digital Media and Printing Work Experience	1-2-3-4
ART-22	Basic Design	3
ART-23	Color Theory and Design	3
ART-36A	Computer Art-Introduction	3
ART-36B	Computer Art-Intermediate	3
ART-39	Design and Graphics	3
FTV-64A	Beginning Digital Editing Principles and Techniques	3
MKT-40	Advertising	3
PHO-20	Introduction to Digital Photography	3

*This Program Pathway will allow a full-time student to complete this program in 12-15 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-1	3	◆		◆	
ADM-2A	1	◆		◆	
ADM-2B	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-55	3			◆	
ADM-62	3			◆	
ADM-63A			◆	◆	◆
ADM-70	3			◆	
ADM-71A	3	◆	◆		◆
ADM-77A	3	◆	◆		◆
ADM-85A	3	◆		◆	
ADM-63B	3	◆		◆	
ADM-67	3			◆	
ADM-68A	3	◆		◆	
ADM-68B	3	◆		◆	
ADM-69	3	◆		◆	
ADM-71B	3			◆	
ADM-74A	3	◆			
ADM-74B	3			◆	
ADM-77B	3			◆	
ADM-80	3			◆	
ADM-85B	3	◆			
ADM-200	1-2-3-4	Scheduled based on student need			
ART-22	3	◆	◆	◆	◆
ART-23	3	◆		◆	
ART-36A	3	◆		◆	
ART-36B	3	◆		◆	
ART-39	3	◆			
FTV-64A	3	◆		◆	
MKT-40	3	◆		◆	◆
PHO-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

#### Associate of Science Degree

The Associate of Science Degree in Graphic Design 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 of Science Degree.

**BASIC GRAPHIC COMMUNICATION (R) CE822**

This program prepares students for basic careers in Graphic Communication. This includes instruction in all phases of project creation and production, using the latest equipment and software available. Classes are structured to give strong academic and hands-on experience into print design, production, and finishing.

**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, and target market.
- 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 printing press.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-2B	Prepress, Paper and Ink	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-63A	Design for Print Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-85A	Commercial Printing	3
ADM-85B	Commercial Printing, Advanced	3

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-1	3	◆		◆	
ADM-2B	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-63A	3		◆	◆	◆
ADM-71A	3	◆	◆		◆
ADM-85A	3	◆		◆	
ADM-85B	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**BASIC GRAPHIC DESIGN (R) CE823**

This certificate prepares students for a career in 2-dimensional graphic design, emphasizing layout, typography, and correct color models. Students produce real-world projects in an environment of a live, production facility with strong emphasis on deadlines and intended market, using the latest equipment and software available.

**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.
- Create graphics projects that demonstrate basic formal design skills including typography, composition and effective imagery.
- Demonstrate proofing and pre-flighting techniques, portable document format (PDF) creation, and troubleshooting of a digital file in preparation for imaging a project.
- Demonstrate knowledge of the print production process from concept to production.
- Demonstrate an ability to meet deadlines.

Required Courses (17 units)		Units
ADM-1	Introduction to Applied Digital Media	3
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-62	Typography and Graphic Design	3
ADM-63A	Design for Print Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-1	3	◆		◆	
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-62	3			◆	
ADM-63A	3		◆	◆	◆
ADM-71A	3	◆	◆		
ADM-77A	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



### ELECTRONIC PUBLISHING AND DESIGN (R) CE862

This certificate prepares students for careers in electronic publishing and web design. This includes instruction in basic web design, page layout, vector graphics, photo manipulation, file preparation, e-publishing and interactive design, using the latest equipment and software available.

**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 and export multimedia and interactive documents using Adobe InDesign.
- Prepare, design and publish documents for specific digital devices using Adobe InDesign Design and utilize proper vector graphics using Adobe Illustrator.
- Prepare images with correct resolution appropriate for video and animation using Adobe Photoshop.
- Design and create functional web pages and websites with a professional appearance using Adobe Dreamweaver

Required Courses (17 units)		Units
ADM-2A	Colors Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-63A	Design for Print Publication	3
ADM-63B	Design for Electronic Publication	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-74A	Web Design	3
ADM-77A	Adobe Illustrator for Graphic Art	3

*This Program Pathway will allow a full-time student to complete this program in 9-12 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-63A	3		◆	◆	◆
ADM-63B	3	◆		◆	
ADM-71A	3	◆	◆		◆
ADM-74A	3	◆			
ADM-77A	3	◆	◆		◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### MOTION GRAPHICS AND 3D ANIMATION (R) CE821

This certificate prepares students for careers in multimedia graphics and computer animation. This includes instruction in photo manipulation, web animation, motion graphics, compositing, basic modeling and 3D animation using the latest equipment and software available.

**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.
- Use Adobe Flash to create animated shorts for web/TV distribution.
- Prepare images with correct resolution appropriate for video and animation using Adobe Photoshop.
- Combine and edit 2D animated sequences, and create motion graphics in video and film using Adobe AfterEffects.
- Create 3D models and environments using various techniques with Autodesk Maya Describe and demonstrate advanced 3D animation and keyframing .

Required Courses (17 units)		Units
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71A	Adobe Photoshop for Image Manipulation	3

*This Program Pathway will allow a full-time student to complete this program in 9-12 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	
ADM-67	3			◆	
ADM-68A	3	◆		◆	
ADM-68B	3	◆		◆	
ADM-69	3	◆		◆	
ADM-71A	3	◆	◆		◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## ART

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*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree.*

### VISUAL COMMUNICATIONS - ANIMATION (R) CE774

This program prepares individuals to communicate information, entertainment and ideas through 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.

<u>Required Courses (15 units)</u>		<u>Units</u>
ART-40A	Figure Drawing-Introduction	3
or		
ART-41A	Figure Painting-Introduction	3
ART-44A	Beginning Animation Principles	3
ART-50A	Beginning Storyboarding	3
ART-51A	Beginning Animation Production	3
Digital Media Electives (Choose from list below)		3

<u>Digital Media Electives</u>		<u>(3 units)</u>
ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-36A	Computer Art-Introduction	3
ADM-67	Multimedia Animation	3
ADM-68A	3D Animation with Maya I	3
ADM-68B	3D Animation with Maya II	3
ADM-69	Motion Graphics and Special Effects with After Effects	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.

<u>Required Courses (17 units)</u>		<u>Units</u>
ART-17	Beginning Drawing	3
ART-22	Basic Design	3
ART-26	Beginning Painting	3
ART-35A or B	Illustration	3
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1
Digital Media Electives (Choose from list below)		3

<u>Digital Media Electives</u>		<u>(3 units)</u>
ART-36A	Computer Art-Introduction	3
ADM-1	Introduction to Applied Digital Media	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3

## AUTOMOTIVE TECHNOLOGY

### AUTOMOTIVE TECHNOLOGY - AS511/ AUTOMOTIVE COLLISION REPAIR, AS511B/ REFINISHING AND PAINT (R) AS511C/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).

<u>Required Courses (20 units)</u>		<u>Units</u>
AUB-50	Introduction to Automotive Collision Repair	4
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4
Choose from an emphasis below:		12

#### Collision Repair Emphasis

<u>Required Courses</u>		<u>Units</u>
AUB-54	Automotive Structural Collision Repair and Frame	4
AUB-56	Automotive Technology for the Automotive Collision Specialist	4
Electives	Choose from the list below	4

<u>Electives (4 units)</u>		
AUB-53	Automotive Collision Repair Special Projects	4
AUB-57	Antique and Classic Auto Restoration and Fabrication	4
AUB-59A	Automotive Collision Service and Repair	2
WEL-34	Metal Joining Processes	2

#### Refinishing and Paint Emphasis

<u>Required Courses</u>		<u>Units</u>
AUB-52	Automotive Refinishing and Paint	4
AUB-60	Automotive Trim and Upholstery I	4
Electives	Choose from the list below	4

<u>Electives (4 units)</u>		
AUB-53	Automotive Collision Repair Special Projects	4
AUB-59B	Automotive Refinishing Service and Repair	2
AUB-61	Automotive Trim and Upholstery II	4

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUB-50	4	◆		◆	
AUB-51	4	◆		◆	
AUB-54	4	◆		◆	
AUB-56	4			◆	
AUB-53	4	◆			
AUB-57	4	◆		◆	
AUB-59A	2	◆		◆	
WEL-34	2	◆	◆	◆	
AUB-52	4	◆		◆	
AUB-60	4	◆		◆	
AUB-53	4	◆			
AUB-59B	2	◆		◆	
AUB-61	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

#### Associate of Science Degree

The Associate of Science Degree in Automotive Technology-Automotive Collision Repair-Refinishing and Paint 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/AS516B/  
AS516C/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 (20 units)		Units
AUB-50	Introduction to Automotive Collision Repair	4
AUB-51	Automotive Non-Structural Collision Repair and Estimating	4
AUB-60	Automotive Trim and Upholstery, I	4
AUB-61	Automotive Trim and Upholstery, II	4
Electives	Choose from the list below	4

Electives (4 units)		Units
AUB-53	Automotive Collision Repair Special Projects	4
AUB-59A	Automotive Collision Service and Repair	2
AUB-59B	Automotive Refinishing Service and Repair	2
WEL-34	Metal Joining Processes	2

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUB-50	4	◆		◆	
AUB-51	4	◆		◆	
AUB-60	4	◆		◆	
AUB-61	4	◆		◆	
AUB-53	4	◆			
AUB-59A	2	◆		◆	
AUB-59B	2	◆		◆	
WEL-34	2	◆	◆	◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-Automotive Trim and Upholstery will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**AUTOMOTIVE TECHNOLOGY -  
ELECTRICAL (R)**

**AS513/AS513B/  
AS513C/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

*This Program Pathway will allow a full-time student to complete this program in 10-12 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUT-50	4	◆	◆	◆	◆
AUT-52A	4	◆		◆	
AUT-52B	4	◆		◆	
AUT-54	4	◆	◆	◆	
AUT-56	3	◆			
AUT-57	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology - Electrical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



**AUTOMOTIVE TECHNOLOGY - FORD SPECIALTY (R)**

**AS519/AS519B/  
AS519C**

*\*\*The Ford Specialty Program is under revision, and is expected to resume in Spring 2019.*

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.

*This Program Pathway will allow a full-time student to complete this program in 18-24 months. For students who require a part time pathway, please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUT-71	4	◆		◆	
AUT-72	4				◆
AUT-73	8	◆		◆	
AUT-74	4	◆			
AUT-75	4			◆	◆
AUT-76	4	◆		◆	
AUT-78	4			◆	◆
AUT-79	4	◆		◆	
AUT-200	2-2-2-2	Scheduled based on student need.			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-Ford Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

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-200	Automotive Technology Work Experience (must be taken four times)	2-2-2-2





**AUTOMOTIVE TECHNOLOGY - AS583/  
GENERAL MOTORS SPECIALTY (R) AS583B/AS583C**

*\*\*This program is currently under review.*

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-200	Automotive Technology Work Experience (must be taken four times)	2-2-2-2

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-General Motors Specialty will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**AUTOMOTIVE TECHNOLOGY - AS515/AS515B/  
MECHANICAL (R) AS515C/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

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
AUT-50	4	◆	◆	◆	◆
AUT-51A	4	◆		◆	
AUT-51B	4	◆		◆	◆
AUT-53A	4	◆	◆	◆	
AUT-53B	4	◆	◆		◆
AUT-55A	4			◆	◆
AUT-55B	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Automotive Technology-Mechanical will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

## BUSINESS ADMINISTRATION

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

### BUSINESS ADMINISTRATION

#### Associate of Science Degree

The Associate of Science Degree in Business Administration with a Major Concentration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

#### 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-10/10H	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
or		
BUS-24	Business Communication	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
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.

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-1A	3	◆	◆	◆	◆
BUS-10/10H	3	◆	◆	◆	◆
BUS-18A	3	◆	◆	◆	◆
BUS-20	3	◆	◆	◆	◆
BUS-22	3	◆	◆	◆	◆
BUS-24	3		◆	◆	
CIS-1A	3	◆	◆	◆	◆
BUS/CIS/CAT-3	3	◆	◆	◆	



**ACCOUNTING CONCENTRATION (MNR)**

**AS523/AS523B/  
AS523C/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:

- Apply accounting principles related to a variety of accounting specialties, such as payroll accounting, cost accounting, income tax accounting, and computerized accounting.
- Analyze and solve accounting issues and problems for a variety of business entities.
- Analyze and interpret data and reports for a variety of business entities.
- Develop and apply principles of moral judgment and ethical behavior to business situations.

**Business Administration Major Core Requirements 18**

Required for this concentration	3
ACC-1B Principles of Accounting II and	3
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

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-1B	3	◆	◆	◆	◆
ACC-61	3			◆	
ACC-62	3			◆	
ACC-63	3	◆		◆	
ACC-65	3	◆			
ACC-66	3			◆	
ACC-200	1-2-3-4	Scheduled based on student need			
BUS/MAG-47	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**BANKING AND FINANCE CONCENTRATION (R)**

**AS631/AS631B/  
AS631C/CE631**

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Banking and Finance concentration, students should be able to:

- Describe and analyze the roles of financial institutions in our economy.
- Describe and analyze the services provided by banking institutions.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.

**Business Administration Major Core Requirements 18**

Select another 6 units from the following:	6
BAN-51 Principles of Banking	3
BAN-52 Consumer Lending and	3
Select another 6 units from the following:	6
ACC-1B Principles of Accounting II	3
BUS-18B Business Law II	3
ECO-4 Introduction to Economics	3
MAG-44 Principles of Management	3
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3
MKT-41 Techniques of Selling	3
RLE-83 Real Estate Finance	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BAN-51	3			◆	
BAN-52	3	◆			
ACC-1B	3	◆	◆	◆	◆
BUS-18B	3	◆	◆	◆	◆
ECO-4	3	◆		◆	
MAG-44	3	◆	◆	◆	◆
MAG-51	3	◆	◆	◆	◆
MAG-53	3	◆		◆	
MKT-20	3	◆	◆	◆	◆
MKT-41	3			◆	
RLE-83	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**GENERAL BUSINESS  
CONCENTRATION (MNR)**

**AS524/AS524B/  
AS524C/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**

<u>Select another 12 units from the following:</u>		<u>12</u>
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

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-1B	3	◆	◆	◆	◆
ACC-38	3				
BUS-18B	3	◆	◆	◆	◆
BUS-40	3	◆			
BUS/MAG-47	3	◆		◆	
BUS-80	3	◆			
BUS-200	1-2-3-4	Scheduled based on student need			
MAG-53	3	◆		◆	
MKT-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**HUMAN RESOURCES  
CONCENTRATION (R)**

**AS623/AS623B/  
AS623C/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**

<u>Required for this concentration</u>		<u>3</u>
MAG-56	HRM: Human Resources Management	3
and		
<u>Select another 9 units from the following:</u>		<u>9</u>
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

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MAG-56	3			◆	
MAG-51	3	◆	◆	◆	◆
MAG-52	3			◆	
MAG-54	3	◆		◆	
MAG/BUS-70	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



**MANAGEMENT CONCENTRATION AS521/AS521B/ (MNR) AS521C/CE521**

This program generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization with an emphasis on people as the most important asset of a business. This program will prepare individuals seeking management positions to be better candidates for promotion, and those already in management positions to improve their management skills and effectiveness. This includes instruction in management practice and theory, human resources management and behavior, interpersonal communications in a business setting, marketing management, and business decision making.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Management concentration, students should be able to: Apply sound management practices. Analyze and apply appropriate managerial practices in one or more areas of ethics, human resources, quality management, operations, motivation, etc.

**Business Administration Major Core Requirements 18**

Required for this concentration		3
MAG-44	Principles of Management	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	HRM: 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

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MAG-44	3	◆	◆	◆	◆
MAG-46	3	◆			
MAG/BUS-47	3	◆		◆	
MAG-53	3	◆		◆	
MAG-56	3	◆		◆	
MAG-60	3	◆		◆	
MAG-200	1-2-3-4	Scheduled based on student need			
BUS-48	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**MARKETING CONCENTRATION AS525/AS525B/ (MR) AS525C/CE525**

This program prepares individuals to undertake and manage the process of developing both consumer and business markets, and communicating product benefits to targeted market segments. This includes instruction in buyer behavior and dynamics, sales promotions, building customer relationships, effective pricing, marketing campaigns, principles of marketing research, strategic market planning, advertising methods, customer service, retailing, and applications for specific products and markets.

**Program Learning Outcomes**

In addition to outcomes for the Businesses Administration certificate, on successful completion of the Marketing concentration, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Required for this concentration		Units
MKT-20	Principles of Marketing	3
and		
Select another 9 units from the following: 9		Units
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3
MKT-200	Marketing Work Experience	1-2-3-4
BUS-43	International Business-Marketing	3
BUS-51	Principles of Electronic-Commerce	3
BUS-80	Principles of Logistics	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MKT-20	3	◆	◆	◆	◆
MKT-40	3	◆		◆	◆
MKT-41	3			◆	
MKT-42	3			◆	
MKT-200	1-2-3-4	Scheduled based on student need			
BUS-43	3	◆			
BUS-51	3			◆	
BUS-80	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



**REAL ESTATE CONCENTRATION AS527/AS527B/  
(MNR) AS527C/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 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
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

*This Program Pathway will allow a full-time student to complete this program in 4four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
RLE-80	3	◆		◆	◆
RLE-81	3	◆		◆	
RLE-82	3		◆		◆
RLE-83	3	◆		◆	
RLE-84	3	◆		◆	
RLE-85	3	◆		◆	◆
RLE-86	3		◆	◆	
RLE-200	1-2-3-4	Scheduled based on student need			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



**ENTREPRENEURSHIP (R)**

**AS531/AS531B/  
AS531C/CE531**

This program prepares individuals to start and successfully operate their own businesses. The program focuses on the assessment of the market need, and the necessary skills for successful entry, operation and exit. It 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.

**Certificate Program**

**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 niches.

Required Courses (24 units)		Units
BUS/CAT/CIS-3	Computer Applications for Business	3
BUS-10/10H	Introduction to Business	3
BUS-30	Entrepreneurship and Small Business Management	3
MKT-20	Principles of Marketing	3
Electives	Four Courses – at least one from each cluster is required	12

Cluster 1

ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
BUS-20	Business Mathematics	3

Cluster 2

BUS-18A	Business Law I	3
CAT-31	Business Communications	3
MAG/BUS-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

MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS/CAT/CIS-3	3	◆	◆	◆	
BUS-10/10H	3	◆	◆	◆	◆
BUS-30	3	◆	◆	◆	◆
MKT-20	3	◆	◆	◆	◆
ACC/CAT-55	3	◆	◆	◆	
ACC-62	3	◆		◆	
ACC-65	3	◆			
BUS-20	3	◆	◆	◆	◆
BUS-18A	3	◆	◆	◆	◆
CAT-31	3	◆		◆	
MAG/BUS-47	3	◆		◆	
MAG-51	3	◆	◆	◆	◆
MAG-53	3	◆		◆	
MAG/BUS-70	3	◆		◆	
MKT-40	3	◆		◆	◆
MKT-41	3			◆	
MKT-42	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**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.



The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:

**ENTREPRENEURSHIP (R) CE874**

This program prepares individuals to start and successfully operate their own business.

**Certificate Program  
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 niches.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-30	Entrepreneurship: Foundations and Fundamentals	3
BUS-51	Principles of Electronic Commerce	3
MKT-20	Principles of Marketing	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-18A	3	◆	◆	◆	◆
BUS-30	3	◆	◆	◆	◆
BUS-51	3			◆	
MKT-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



**GENERAL BUSINESS (R) CE878**

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. Fulfills a portion of the Associate of Science degree in Business with a Major Concentration in General Business.

**Certificate Program  
Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- 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 laws.
- Analyze the business elements that compromise the logistics function.
- Develop and apply principles of moral judgement 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.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-48	International Management	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-51	Elements of Supervision	3
MKT-20	Principles of Marketing	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-48	3	◆		◆	
MAG/BUS-47	3	◆		◆	
MAG-51	3	◆	◆	◆	◆
MKT-20	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



### GIG ECONOMY (R)

CE872

This program prepares individuals for on-demand jobs that range from temporary short-term contracts for various industries.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of social media and its effectiveness when utilized as a tool for marketing oneself as a viable candidate for employment within the Gig Economy.
- Design and create a viable Business Model Canvas consisting of a value proposition, customer segments, customer relationships, channels, key partners, key activities, key resources, cost structure and revenue streams.
- Demonstrate the results-oriented ability to engage in technological platforms, to develop opportunity profiles, establish service compensation value, billing, and other skills necessary to participate in the Gig economy.

#### Required Courses (9 units) Units

BUS-14	Social Media and Online Marketing for Entrepreneurs	3
BUS-30	Entrepreneurship: Foundations and Fundamentals	3
BUS-200	Business Administration Work Experience	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-14	3		◆	◆	
BUS-30	3	◆	◆	◆	◆
BUS-200	3	Scheduled based on student need			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### HUMAN RESOURCES (R)

CE868

This program prepares individuals to manage the development of human capital in an organization, and to provide related services to individuals and groups. Fulfills a portion of the Associate of Science degree in Business with a major concentration in Human Resources.

#### Certificate Program

##### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Apply sound human resource management practices.
- Identify, describe and analyze the role of training and development, along with key influences that impact this function within human resource 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 Resource 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.

#### Required Courses (15 units) Units

BUS-10/10H	Introduction to Business	3
MAG/BUS-47	Applied Business and Management Ethics	3
MAG-52	Employee Training, Development	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resrouces Management	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
MAG/BUS-47	3	◆		◆	
MAG-52	3	◆		◆	
MAG-53	3	◆		◆	
MAG-56	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*





## INTERNATIONAL BUSINESS (R)

**CE627**

This program prepares individuals to be able to understand how international business operates and to prepare individuals in professions in international business realm.

### 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.

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-40	3	◆		◆	
BUS-43	3	◆		◆	
BUS-46	3	◆			
BUS-48	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
BUS-46	International Business-Introduction to Importing/ Exporting	3
BUS-48	International Management	3



**MANAGEMENT (R)**

**CE877**

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. Fulfills a portion of the Associate of Science Degree in Business with a Major Concentration in Management.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, 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.
- Application of the various management and leadership skills.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-22	Management Communications	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS-48	International Management	3
MAG-44	Management	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-22	3	◆	◆	◆	◆
MAG/BUS-47	3	◆		◆	
BUS-48	3	◆			
MAG-44	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**MARKETING (R)**

**CE879**

Prepares individuals to undertake and manage the process of developing both consumer and business markets and communicating product benefits to targeted market segments. Fulfills a portion of the Associate of Science degree in Business with a Major Concentration in Marketing.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop and implement marketing strategies.
- Develop a comprehensive marketing plan.
- Construct and implement a promotional program.
- Research and analyze consumer decision parameters.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-42	Retail Management	3
MKT-41	Techniques of Selling	3
OR		
BUS-43	International Business - Marketing	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
MKT-20	3	◆	◆	◆	◆
MKT-40	3	◆		◆	◆
MKT-42	3	◆		◆	
MKT-41	3			◆	
BUS-43	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## 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
BUS/MAG-70	Introduction to Organization Development	3
BUS/MAG-71	Introduction to Productivity Management	3
BUS/MAG-72	Introduction to Quantitative Methods for Business	3
Electives	(Choose from list below)	6

Electives		(6 units)
BUS-20	Business Mathematics	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

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
MAG-70	3	◆		◆	
BUS/MAG-71	3			◆	
BUS/MAG-72	3	◆		◆	
BUS-20	3	◆	◆	◆	◆
BUS/MAG-47	3	◆		◆	
BUS-80	3	◆			
MAG-44	3	◆	◆	◆	◆
MAG-51	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## REAL ESTATE PRACTICE (R)

CE873

Furthering a current real estate career path or gaining a solid understanding of the best practices in a different segment is key to demonstrating a commitment to the real estate industry and other professional real estate opportunities.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze and evaluate business principles, challenges, and opportunities as it relates to real estate.
- Discuss and evaluate real estate marketing and sales techniques.
- 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 market and trends.
- Explain and evaluate methods of financing real estate.
- Explain laws and procedures that apply to escrows involving the sale of California residential real estate.

Required Courses (15 units)		Units
BUS-10/10H	Introduction to Business	3
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
OR		
RLE-86	Escrow Procedures I	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
RLE-80	3	◆		◆	◆
RLE-81	3	◆		◆	
RLE-82	3		◆		◆
RLE-83	3	◆		◆	
RLE-86	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## REAL ESTATE SALESPERSON AND TRANSACTION (NR)

CE869

The Real Estate Salesperson and Transaction certificate prepares students to qualify for and successfully take the California Real Estate Salesperson exam. This certificate prepares students to buy, sell, lease, and to represent others to buy, sell and lease residential and commercial real estate property.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Discuss and evaluate real estate marketing and sales techniques.
- 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 markets and trends.

Required Courses (9 units)		Units
RLE-80	Real Estate Principles	3
RLE-81	Real Estate Practices	3
RLE-82	Legal Aspects of Real Estate	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
RLE-80	3	◆		◆	◆
RLE-81	3	◆		◆	
RLE-82	3		◆		◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## SMALL BUSINESS ACCOUNTING (MNR)

CE859

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level accounting clerk or bookkeeper utilizing accounting software.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Perform a variety of accounting skills such as journalizing, posting, double entry accounting, record adjusting and closing entries and prepare financial statements.
- Use accounting software to prepare financial statements and to analyze and solve problems.
- Recognize the role of ethics in accounting.

Required Courses (6 units)		Units
ACC-65	Computerized Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-65	3	◆			
ACC-1A	3	◆	◆	◆	◆
ACC/CAT-55	3	◆	◆	◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## SMALL BUSINESS PAYROLL ACCOUNTING (MNR)

CE860

Upon completion of this certificate, students will be trained and able to perform the basic duties and responsibilities required of an entry level payroll accounting clerk.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze, synthesize, and evaluate payroll principles as defined by Social Security Act and understand laws relating to the payment of wages and salaries.
- Analyze and solve problems associated with the calculation and reporting of payroll.
- Accurately apply accounting principles to computerized and manual payroll systems.

Required Courses (6 units)		Units
ACC-62	Payroll Accounting	3
and one of the following:		
ACC-1A	Principles of Accounting	3
ACC/CAT-55	Applied Accounting/Bookkeeping	3

*This Program Pathway will allow a full-time student to complete this program in six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC-62	3			◆	
ACC-1A	3	◆	◆	◆	◆
ACC/CAT-55	3	◆	◆	◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## 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.

### BUSINESS INFORMATION WORKER (R) CE522

The Business Information Worker Certificate of Achievement is designed to prepare students for entry-level and administrative support in a variety of fields and businesses.

#### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Demonstrate computer literacy with respect to computer hardware and software applications.
- Apply standard rules of business conduct and customer service.
- Develop specialized keyboarding skills at an employable level of accuracy and speed.
- Use word processing, spreadsheet, presentation graphics, and scheduling software to perform business and office tasks.
- Apply oral and written communication skills in various business and office environments.
- Design, modify, query, and manipulate lists (database and information in workbooks using common formulas, data and what if scenario tools to organize and convey information.

Required Courses (19 units)		Units
CAT-1A	Business Etiquette	1
CAT/CIS/BUS-3	Computer Applications for Business	3
CAT-31	Business Communications	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-90	Microsoft Outlook	3
CAT-93	Computers for Beginners	3
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-1A	1	◆	◆	◆	◆
CAT/CIS/BUS-3	3	◆	◆	◆	
CAT-31	3	◆		◆	
CAT-51		◆			◆
CAT/CIS-90	3	◆		◆	
CAT-93	3	◆		◆	◆
CAT/CIS-98A	1.5	◆	◆	◆	◆
CAT/CIS-98B	1.5	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*





## EXECUTIVE OFFICE MANAGEMENT (R)

AS639/AS639B/  
AS639C/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

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-1A	1	◆	◆	◆	◆
CAT/CIS/BUS-3	3	◆	◆	◆	
CAT-30	3	◆		◆	
CAT-31	3	◆		◆	◆
CAT-51	3	◆			◆
CAT/ACC-55	3	◆		◆	
CAT-61	3	◆		◆	
CAT-62	3			◆	
CAT/CIS-80	3	◆	◆	◆	◆
CAT/CIS-84	3	◆			
CAT/CIS-90	3	◆		◆	
CAT/CIS-98A	1.5	◆	◆	◆	◆
CAT/CIS-98B	1.5	◆		◆	
MAG-44	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### Associate of Science Degree

The Associate of Science Degree in Executive Office Management will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

## ADMINISTRATIVE OFFICE PROFESSIONAL (R)

CE637

This certificate provides students with the knowledge and skills to perform intermediate administrative clerical duties including providing administrative and clerical support to administrative staff and assisting with coordinating and implementing office procedures.

### 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



*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS/CAT/CIS-3	3	◆	◆	◆	
CAT-31	3	◆		◆	◆
CAT-61	3	◆		◆	
CAT-62	3			◆	
CAT/CIS-98A	1.5	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### 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

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT/ACC-55	3	◆		◆	
CAT/CIS-80	3	◆	◆	◆	◆
CAT/CIS-90	3	◆		◆	
CAT/CIS-98B	1.5	◆		◆	
MAG-44	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### 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

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-36A	3	◆			
CAT-36B	3	◆		◆	
CAT-37	3	◆		◆	
CAT-38	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## 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

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CAT-1A	1	◆	◆	◆	◆
CAT-30	3	◆		◆	
CAT-51	3	◆			◆
CAT/CIS-93	3	◆		◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## 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.

## INFORMATION SECURITY CERTIFICATE AND CYBER DEFENSE (R)

**CE740**

The Information Systems: Information Security Certificate will give the students the basic skills needed in the field of Computer and information Security. The focus on Cyber Security will provide students with the basic skills needed for an entry-level career in Cyber Security. The courses provide an overview of the entire field. Topics covered will include Cisco Networking, Windows Operating System security, Linux security, Firewalls, Intrusion Prevention systems, Security policies and procedures, Web security, and building a secure computer network. This

program also maps to the California Community Colleges IT Technician pathway and C-ID state approved model curriculum.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Analyze fundamental principles and topics of Information Technology Security and Risk Management at the organizational level.
- Introduce the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network with the context of properly securing a network.
- Describe the architecture, components, and operations of routers and switches basic functionality.
- Configure and troubleshoot routers and switches, resolve common issues dealing with security points of failure in a medium size LAN.
- Validate essential knowledge of Linux and open source for employment in IT/technical support mobile application support and network operations security.
- Identify environmental issues, understand and comply with disaster recovery, and physical software security policies and procedures.
- Securing Information Management systems including identifying risks, configuring devices, protocols, attack methods, cryptography implementation and practice, and security of ICS networks.

Required Courses (20 Units)		Units
CIS/CSC-21A	Linux Operating Systems Administration	3
CIS/CSC-25	Information and Communication Technology Essentials	3
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS/CSC-27	Information and Network Security	3

Select another 3 units from the following:

CIS-1A	Introduction to Computer Information	3
CIS/CSC-5	Programming Concepts and Methodology	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-26F	Cisco Networking Security	4
CIS/CSC-27A	Computer Forensics Fundamentals	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-21A	3	◆		◆	
CIS/CSC-25	3	◆			
CIS-26A	4	◆		◆	◆
CIS-26B	4	◆		◆	
CIS/CSC-27	3	◆			
CIS-1A	3	◆	◆	◆	◆
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-21	3	◆		◆	
CIS-26F	4			◆	
CIS/CSC-27A	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## COMPUTER PROGRAMMING (MNR) AS728/AS728B/ AS728C/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 (26.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS/CSC-2	Fundamentals of Systems Analysis	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-21	Introduction to Operating Systems	3
CIS-72A	Introduction to Web Page Creation	1.5
Electives	From Group 1	6
Electives	From Group 2	6

Electives - Group 1 (6 units)		Units
CIS/CSC-12	PHP Dynamic Web Site Programming	3
CIS/CSC-14A	Web Programming: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-18A	Java Programming: Objects	3

Electives - Group 2 (6 units)		Units
CIS/CSC-11	Computer Architecture and Organization: Assembly	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS-1A	3	◆	◆	◆	◆
CIS/CSC-2	3	◆	◆	◆	
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-21	3	◆		◆	
CIS-72A	1.5	◆		◆	◆
CIS/CSC-12	3	◆		◆	
CIS/CSC-14A	3	◆		◆	
CIS-14B	3	◆			
CIS/CSC-17A	3	◆		◆	◆
CIS/CSC-18A	3	◆		◆	
CIS/CSC-11	3	◆			
CIS/CSC-17B	3	◆			
CIS/CSC-17C	3	◆		◆	
CIS/CSC-18B	3			◆	
CIS/CSC-18C	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### Associate of Science Degree

The Associate of Science Degree in 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 of Science Degree:*

## C++ PROGRAMMING

**CE741**

Completion of this certificate provides the student with a minimum entry level skill set employed in creating C++ applications.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create structured and Object Oriented Programs in in C++ for business, gaming, and STEM projects by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data into the required output format, then organize the results to facilitate user communication.
- Using C++ libraries create and projects that incorporate the following:
  - o Multiprocessors
  - o Multimedia
  - o ODBC
  - o SQL
  - o Establish client/server relationship
- Using C++ libraries to create projects that incorporate STL, GUI, and user defined data structures.

Required Courses (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-17A	Programming Concepts and Methodology II: C++	3
CIS/CSC-17B	C++ Programming: Advanced Objects	3
CIS/CSC-17C	C++ Programming: Data Structures	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-17A	3	◆		◆	◆
CIS/CSC-17B	3	◆			
CIS/CSC-17C	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## CISCO NETWORKING (R)

**CE810**

Cisco Certified Network Associate (CCNA) certificate validates the ability to install, configure, operate, and troubleshoot medium-size router and switched networks, including implementation and verification of connections to remote sites in a WAN. CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills. This includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs). This certificate is designed for students with advanced problem solving and analytical skills. The curriculum offers a comprehensive and theoretical learning experience for analytical students, and uses language that aligns well with engineering concepts. Interactive activities are embedded in the curriculum, along with detailed, theoretical labs.

### 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

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS-26A	4	◆		◆	◆
CIS-26B	4	◆		◆	
CIS-26C	4	◆		◆	
CIS-26D	4	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## INFORMATION SECURITY (R)

CE870

The Information Security Certificate will give the students the fundamental skills needed in the field of Computer and Information Security.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Implement the concepts, principles, and techniques involved in attacking and disabling a network within the context of properly securing a network in both theory and through hands-on exercises.
- Describe the architecture/operations of routers and switches, analyze and resolve common issues related to security points of failure in a medium size LAN.
- Demonstrate essential knowledge of Linux and other open source operating systems and software needed for employment in the IT/technical support, mobile application, support and network operations security career fields.
- Understand the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. This includes: identify and evaluate risk, create secure device configurations, analyze protocols, attack methods, evaluate cryptography implementation and practice, and evaluate security of information systems and networks.
- Evaluate environmental issues as they pertain to information security risk, understand how to create disaster recovery and physical software security policies and procedures based on industry standards and best practice.

Required Courses (17 units)		Units
CIS/CSC-21A	Linux Operating Systems Administration	3
CIS/CSC-25	Information and Communication Technology Essentials	3
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	4
CIS/CSC-27	Information and Network Security	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-21A	3	◆		◆	
CIS/CSC-25	3	◆			
CIS-26A	4	◆		◆	◆
CIS-26B	4	◆		◆	
CIS/CSC-27	3	◆			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## JAVA PROGRAMMING (NR)

CE742

Completion of this certificate provides the student with a minimum entry level skill set employed in creating Java applications.

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Create structured and Object Oriented Programs in Java for business, gaming, and STEM projects by identifying the information input requirements, synthesizing the algorithmic steps needed to transform the data into the required output format, then organize the results to facilitate user communication.
- Use Java libraries to create applications that incorporate the following:
  - o Multiprocessors
  - o Multimedia
  - o JDBC
  - o SQL
  - o Establish client/server relationship.
- Use Java libraries to create projects that incorporate Collections, GUI, and user defined data structures.

Required Courses (13 units)		Units
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
CIS/CSC-18A	Java Programming: Objects	3
CIS/CSC-18B	Java Programming: Advanced Objects	3
CIS/CSC-18C	Java Programming: Data Structures	3

*This Program Pathway will allow a full-time student to complete this program in six to eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-5	4	◆	◆	◆	◆
CIS/CSC-18A	3	◆		◆	
CIS/CSC-18B	3			◆	
CIS/CSC-18C	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## WEB MASTER (MR)

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 PageCreation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76B	Introduction to DreamWeaver	3
or		
ADM-74B	Web Design with DreamWeaver	3
<b>In addition, choose one of the following concentrations</b>		<b>11</b>

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS-72A	1.5	◆		◆	◆
CIS-72B	1.5	◆		◆	
CIS-76B	3	◆		◆	
ADM-74B	3	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## WEB DESIGNER CONCENTRATION

CE820

### 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	Multimedia Animation	3
and		
CIS-56A	Designing Web Graphics	3
or		
CIS-CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71A	Adobe Photoshop for Image Manipulation	3
Electives	Choose from the list below	5

Concentration Electives (5 units)		Units
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
or		
ADM-63A	Design for Print Publication	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
or		
ADM-77A	Adobe Illustrator for Graphic Art	3
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CAT-54A	3			◆	
ADM-67	3			◆	
CIS-56A	3		◆	◆	
CIS-CAT-78A	3	◆			
ADM-71A	3	◆	◆	◆	◆
CIS/CAT-81	3		◆		
ADM-63A	3	◆		◆	
CIS/CAT-79	3				◆
ADM-77A	3	◆	◆	◆	◆
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## WEB DEVELOPER CONCENTRATION CE843

### 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 (11units)		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)		Units
CIS-56A	Designing Web Graphics	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-71A	Adobe Photoshop for Image Manipulation	3
CIS/CAT-54A	Introduction to Flash	3
or		
ADM-67	Multimedia Animation	3
CIS-54B	Flash Scripting	3
CIS-72C	Introduction to XML	1.5
ADM-2A	Color Systems and File Management	1
ADM-2C	Ethics and Legalities for Graphic Designers	1

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CIS/CSC-12	3	◆		◆	
CIS/CSC-14A	3	◆		◆	
CIS-56A	3		◆	◆	
CIS/CAT-78A	3	◆			
ADM-71A	3	◆	◆	◆	◆
CIS/CAT-54A	3			◆	
ADM-67	3			◆	
CIS-54B	3	Refer to schedule of classes			
CIS-72C	1.5	Refer to schedule of classes			
ADM-2A	1	◆		◆	
ADM-2C	1	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## 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/AS534B/AS534C/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.

*This Program Pathway will allow a full-time student to complete this program in 18-24 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
COS-60A	11	◆		◆	◆
COS-60B	10.5	◆		◆	◆
COS-60C	10	◆		◆	◆
COS-60D	8	◆		◆	◆
COS-60E	8	◆		◆	◆
COS-60E1	4	Refer to schedule of classes			
COS-60E2	4	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

#### **Associate of Science Degree**

The Associate of Science Degree in Cosmetology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### **COSMETOLOGY BUSINESS ADMINISTRATION**

#### **Major Core Requirements**

##### **Certificate Program**

Required Courses (21 units)		Units
BUS-10/10H	Introduction to Business	3
BUS-20	Business Mathematics	3
BUS-30	Entrepreneurship and Small Business Management	3
Major Concentration Requirements see below		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

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-10/10H	3	◆	◆	◆	◆
BUS-20	3	◆	◆	◆	◆
BUS-30	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**ENTREPRENEURIAL  
CONCENTRATION (R)**

**AS537/AS537B/  
AS537C/CE537**

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.

Select another 12 units from the following:		Units
ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
ART-39	Design and Graphics	3
BUS/CAT/CIS-3	Computer Applications for Business	3
CAT-30	Business English	3
MKT-20	Principles of Marketing	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
ACC/CAT-55	3	◆	◆	◆	
ACC-62	3			◆	
ACC-65	3	◆			
ART-39	3	Refer to schedule of classes			
BUS/CAT/CIS-3	3	◆	◆	◆	
CAT-30	3	◆		◆	
MKT-20	3	◆	◆	◆	◆
MKT-40	3	◆		◆	◆
MKT-41	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**MANAGEMENT AND SUPERVISION  
CONCENTRATION (R)**

**AS535/AS535B/  
AS535C/CE535**

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 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.

Select another 12 units from the following:		Units
BUS/CAT/CIS-3	Computer Applications for Business	3
BUS-22	Management Communications	3
or		
BUS-24	Business Communication	3
BUS/MAG-47	Applied Business and Management Ethics	3
BUS/MAG-70	Introduction to Organization Development	3
MAG-44	Principles of Management	3
or		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MAG-56	HRM: Human Resources Management	3
MKT-42	Retail Management	3

**Associate of Science Degree**

The Associate of Science Degree in Cosmetology Business Administration will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS/CAT/CIS-3	3	◆	◆	◆	
BUS-22	3	◆	◆	◆	◆
BUS-24	3	Refer to schedule of classes			
BUS/MAG-47	3	◆		◆	
BUS/MAG-70	3			◆	
MAG-51	3	◆	◆	◆	◆
MAG-53	3	◆		◆	
MAG-56	3			◆	
MKT-42	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree.*

**COSMETOLOGY INSTRUCTOR TRAINING (R) CE675**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Create and demonstrate lesson planning, oral presentations, use methods of evaluations, test construction and use of audio/visual aids.
- Synthesize information and apply principles to solve instructional and classroom issues.
- Construct exams using multiple choice, true or false, identification, matching, essay, research and performance methods and identify the methodology of each test mechanism.
- Demonstrate methodologies required for student success used in the classroom environment.

Required Courses (15 units)		Units
COS-61A	Level I Cosmetology Instructor Concepts	7.5
COS-61B	Level I Cosmetology Instructor Concepts	7.5

**NOTE:** The Cosmetology Instructor Training Certificate will be awarded only to holders of Cosmetology licenses issued by the State of California.

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
COS-61A	7.5	◆		◆	
COS-61B	7.5	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**ESTHETICIAN (R)**

**CE673**

In depth study of skin care and related sciences.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply basic principles of California Board of Barbering and Cosmetology Act and Regulations.
- Recognize the importance of skin care related sciences.
- Describe the differences between sanitation, disinfection, and sterilization.

Required Courses (20 units)		Units
COS-62A	Level I Esthetician Concepts	10
COS-62B	Level II Esthetician Concepts	10

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.

*This Program Pathway will allow a full-time student to complete this program in eight months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
COS-62A	7.5			◆	
COS-62B	7.5			◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*





## 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/AS561B/AS561C/CE561

This program follows a slightly different calendar. Please see culinary website for more information.

#### 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 (26 units)		Units
CUL-36	Introduction to Culinary Arts	8
CUL-37	Intermediate Culinary Arts	8
CUL-38	Advanced Culinary Arts	8
Electives	(Choose from list below)	2

Electives (2 units)		Units
CUL-20	Fundamentals of Baking	2
CUL-22	Cake Decorating	1 2

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
CUL-36	8	◆		◆	◆
CUL-37	8	◆		◆	◆
CUL-38	8	◆		◆	◆
CUL-20	2	◆	◆	◆	◆
CUL-22	1 2	◆		◆	

#### Associate of Science Degree

The Associate of Science Degree in Culinary Arts will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



## DANCE

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*The following certificate may lead to employment competency, but does not lead to an Associate of Science Degree.*

### **PILATES DANCE/CONDITIONING INSTRUCTOR (R)**

**CE857**

The Pilates/Dance Conditioning Instructor certificate is designed to prepare individuals to teach the Pilates Method of body conditioning using the full-range of Pilates apparatus as well as the mat work repertoire, the foundation of the Pilates Method. Individuals will be trained to work with beginning to advanced level students as well as with special populations including dancers and athletes.

Emphasis is on both academic and practical experience. Taught by certified Pilates instructors, students completing the certificate will be trained to teach at privately-owned Pilates and dance studios, fitness/health clubs as well as physical therapy settings where Pilates is offered.

#### **Certificate Program**

##### **Program Learning Outcomes**

Upon successful completion of this certificate program, students should be able to:

- Demonstrate and/or identify beginning to advance Pilates exercises for mat and apparatus.
- Describe the principles as developed by Joseph H. Pilates and their relevance to a Pilates program.
- Design a lesson plan for mat work and apparatus.
- Teach a properly constructed Pilates class using appropriate cueing and demonstration.
- Identify common alignment problems and teach proper modifications and/or solutions.
- Identify kinesiological principles of correct biomechanics for all Pilates exercises.

<u>Required Courses (17 units)</u>		<u>Units</u>
DAN-12	Kinesiology for Pilates Instructors/Dancers	3
DAN-13	Pilates Methodology	2
DAN-14	Internship in Pilates Education and Teaching	4
DAN-D46	Pilates Mat Work	1
DAN-D48	Reformer Technique	1
DAN-D49	Pilates, Intermediate	1
DAN-D50	Pilates for Dancers	1
DAN-D51	Pilates, Advanced	1
Electives	Select 3 units from one of the emphases below	3

<u>Dance/Athletes Emphasis (3 units)</u>		<u>Units</u>
DAN-D21	Ballet, Beginning	1
DAN-D22	Ballet, Intermediate	1
DAN-D32	Jazz, Beginning	1
DAN-D33	Jazz, Intermediate	1
DAN-D37	Modern Dance, Beginning	1
DAN-D38	Modern Dance, Intermediate	1
KIN-16	Introduction to Athletic Training	3
KIN-43	Personal Training	3

<u>General Lifestyle Management Emphasis (3units)</u>		<u>Units</u>
KIN-4	Nutrition	3
KIN-35	Foundation for Fitness and Wellness	3
KIN-36	Wellness: Lifestyle Choices	3
KIN-38	Stress Management	3

## EARLY CHILDHOOD EDUCATION

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### **EARLY CHILDHOOD EDUCATION (MNR)**

**AS544/AS544B/  
AS544C/CE544**

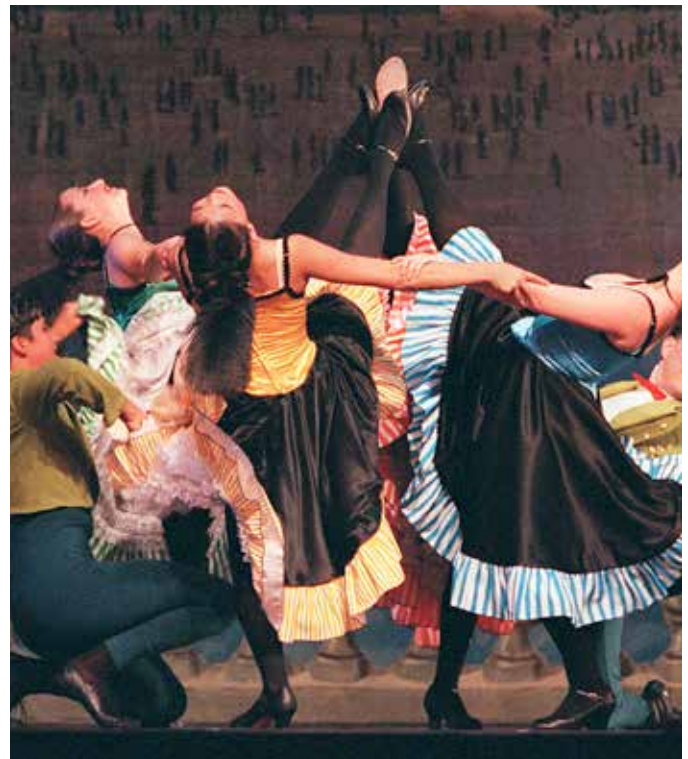
The Early Childhood Education program provides an educational and practical foundation for students interested in working with children from infancy through third grade. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Education. The program leads to certificates in Early Childhood Education and/or an Associate of Science Degree. The EAR courses will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Education Certificates are available from the Early Childhood Education Department.

#### **Certificate Program**

##### **Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Develop, implement, and evaluate developmentally appropriate thematic and emergent curriculum for children who are typical and atypical in the areas of physical, cognitive, language, creative and social/emotional growth.
- Develop and apply appropriate practices and effective techniques that respect the cultural diversity of young children and their families.
- Integrate an educational philosophy into classroom practices that reflects a personal belief supportive of theoretical principles regarding how and why young children should receive early educational experiences.
- Develop and implement a system of ongoing observational practices that contributes toward the creation of learning environments conducive to the emergence of curriculum that adapts to the evolving needs of children.



Required Courses (25 units)		Units
EAR-19	Observation and Assessment in Early Childhood Education	3
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-25	Teaching in a Diverse Society	3
EAR-26	Health, Safety and Nutrition	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-30	Practicum in Early Childhood Education	4
EAR-42	Child, Family, and Community	3
Electives	(Choose from list below)	6

Electives (6 units)		Units
EAR-23	Family Home Child Care Program	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/ Special Education	4
EAR-43	Children with Challenging Behaviors	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-45	Administration II: Personnel and Leadership in Early Childhood Education	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
EAR-47	Childhood Stress and Trauma	3
EAR-53	Parenting: Guiding Young Children-Approaches to Discipline	2
EAR-54	Parenting: Contemporary Parenting Issues	1
EDU-1	Introduction to Elementary Classroom Teaching	4
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

**Child Development Permit**

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, teacher level. See the State guidelines for experience qualifications and additional levels. For child development interactive video information, see <http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx>.

For students interested in transferring to a California State University, please see the requirements for the Associate in Science in Early Childhood Education for Transfer degree in Section IV of this catalog.

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-19	3	◆	◆	◆	◆
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-25	3	◆	◆	◆	◆
EAR-26	3	◆	◆	◆	
EAR-28	3	◆	◆	◆	◆
EAR-30	4	◆			◆
EAR-42	3	◆	◆	◆	◆
EAR-23	3	◆			
EAR-33	3	◆			◆
EAR-34	3	◆		◆	
EAR-38	3		◆		
EAR-40	3	◆	◆	◆	◆
EAR-41	4	◆			
EAR-43	3			◆	
EAR-44	3			◆	
EAR-45	3			◆	
EAR-46	3	◆			
EAR-47	3	◆		◆	◆
EAR-53	2	◆		◆	
EAR-54	1	◆	◆	◆	
EDU-1	4	◆		◆	
ENG-30	3	◆			
KIN-6	3			◆	
KIN-30	3	◆	◆	◆	◆
MUS-1	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**Associate of Science Degree**

The Associate of Science Degree in Early Childhood Education will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



**EARLY CHILDHOOD INTERVENTION ASSISTANT (MNR) AS601/AS601B/AS601C/CE601**

This certificate is appropriate for students interested in working as an assistant or a paraprofessional in early intervention, early childhood special education, and community child development programs serving children with special needs. In addition to theoretical principles, the curriculum offers practical skills and on-site training that will prepare students for employment in the field of Early Childhood Intervention. The program leads to a certificate in Early Childhood Intervention and/or an Associate of Science Degree. The program will also fulfill the required child development coursework for the state issued Child Development Permit. Information regarding this permit and/or the Early Childhood Intervention Certificate is available from the Early Childhood Education Department.

Upon completion of the requirements for the certificate program and 16 units of special courses in general education, the student has fulfilled the course requirements for the Child Development Permit, Teacher Level. See the state guidelines for experience qualifications and additional levels. For interactive video information about the Child Development Permit, see [www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx](http://www.rcc.edu/departments/earlychildhoodstudies/Pages/Child-Development-Permit.aspx)

**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 (28 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-28	Principles and Practices of Teaching Young Children	3
EAR-40	Introduction to Children with Special Needs	3
EAR-41	Practicum in Early Intervention/Special Education	4
EAR-42	Child, Family, and Community	3
EAR-43	Children with Challenging Behaviors	3
EAR-46	Curriculum and Strategies for Children with Special Needs	3
Electives	(Choose from list below)	6
Electives (6 units)		Units
EAR-26	Health, Safety and Nutrition	3
EAR-33	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-38	Adult Supervision and Mentoring in ECE	3
EAR-44	Administration I: Programs in Early Childhood Education	3
EAR-47	Childhood Stress and Trauma	3

*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-19	3	◆	◆	◆	◆
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-28	3	◆	◆	◆	◆
EAR-40	3	◆	◆	◆	◆
EAR-41	4	◆			
EAR-42	3	◆	◆	◆	◆
EAR-43	3	Refer to schedule of classes			
EAR-46	3	◆			
EAR-26	3	◆	◆	◆	
EAR-33	3	◆			◆
EAR-34	3	◆		◆	
EAR-38	3		◆		
EAR-44	3			◆	
EAR-47	3	◆		◆	◆

*This Program Pathway will allow a full-time student to complete this Associate degree in 24 months. For students who require a part time pathway, please see a counselor*

FALL TERM I	Units	SPRING TERM I	Units
ENG 1A	4	ENG 1B	4
MAT 35	5	EAR 24	3
EAR 19	3	COM 1 or 9	3
EAR 20	3	EAR 28	3
SOC 12 or ANT 2	3	EAR 40	3
		EAR 42	3
<b>TOTAL UNITS</b>	<b>18</b>	<b>TOTAL UNITS</b>	<b>19</b>

FALL TERM II	Units	SPRING TERM II	Units
HES-1	3	EAR-43	3
EAR-41	4	ART-6 or DAN-6	3
KIN-30	3	GEG-1 w/lab	4
EAR-46	3	EAR Elective	3
HIS-6 or POL-1	3	EAR Elective	4
<b>TOTAL UNITS</b>	<b>19</b>	<b>TOTAL UNITS</b>	<b>16</b>

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:

**EARLY CHILDHOOD EDUCATION ASSISTANT TEACHER (MNR) CE795**

This certificate enables the holder to care for and assist in the development and the instruction of children in a child development program while under supervision. Students select two classes out of EAR 20, 24, 28, and 42 to meet the requirements for this certificate.

**Certificate Program Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner. Integrate child growth and development into practical and meaningful applications.

**Required Courses (6 units) Units**

Complete two courses from the list below:		
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

*This Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-28	3	◆	◆	◆	◆
EAR-42	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

**EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS (MNR) CE797**

This certificate prepares the holder to provide service in the care, development, and instruction of children in a child development program. The twelve core units include EAR 20, 24, 28, and 42 and form the foundation upon which further early childhood coursework is built.

**Certificate Program Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of the theoretical perspectives in human development and education.
- Appraise the role of the child as an active learner.
- Integrate child growth and development into practical and meaningful applications.

**Required Courses (12 units) Units**

EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-20	3	◆	◆	◆	◆
EAR-24	3	◆	◆	◆	◆
EAR-28	3	◆	◆	◆	◆
EAR-42	3	◆	◆	◆	◆

*\*\*Some degrees are stackable. Students can complete multiple certificates at the same time. Please see a faculty advisor or counselor for more information.*

**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	Infant and Toddler Development	3
EAR-34	Infant and Toddler Care and Education	3
EAR-35	Practicum in Infant and Toddler Care	3

*This Program Pathway will allow a full-time student to complete this program in four to six months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EAR-20	3	◆	◆	◆	◆
EAR-33	3	◆			◆
EAR-34	3	◆		◆	
EAR-35	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*



## EDUCATION

### EDUCATION PARAPROFESSIONAL (MR) AS603/AS603B/AS603C/CE603

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.

#### Certificate Program

Required Courses (25-27 units)		Units
EDU-1	Introduction to Elementary Classroom Teaching	4
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 (8-10units)		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 of Science Degree

The Associate of Science Degree in Education Paraprofessional will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



*This Program Pathway will allow a full-time student to complete this program in 12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
EDU-1	3	◆		◆	
COM-1/1H	3	◆	◆	◆	◆
COM-9/9H	3	◆	◆	◆	◆
EAR-20	3	◆	◆	◆	◆
ENG-1A/1AH	4	◆	◆	◆	◆
ENG-50	4	Refer to schedule of classes			
HIS-6/6H	3	◆	◆	◆	◆
HIS-7/7H	3	◆	◆	◆	◆
EAR-26	3	◆	◆	◆	
ENG-30	3	◆		◆	◆
KIN-30	3	◆	◆	◆	◆
SPA-3N	5	Refer to schedule of classes			

## 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 PRODUCTION SPECIALIST (R) AS641/AS641B/AS641C/CE641

#### 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 (32-33 units)		Units
FTV-41	Introduction to Telecommunications	3
FTV-43	Television Studio and Equipment	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-48	Short Film Production	3
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3

Choose 3-4 units from the following:		Units
FTV-38A	Beginning Film, Television and Video Production Project	3
FTV-200	Film, Television and Video Work Experience	1-2-3-4

In addition, choose and complete courses from:  
 Film and Television Production Emphasis  
 or  
 Sound Engineering Emphasis

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-41	3	◆	◆	◆	◆
FTV-43	3	◆			
FTV-44A	3.5			◆	
FTV-45A	3.5	◆			
FTV-48	3	◆		◆	
FTV-51A	1	◆		◆	
FTV-64A	3	◆		◆	
FTV-38A	3	◆		◆	
FTV-200	1-2-3-4	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### FILM AND TELEVISION PRODUCTION EMPHASIS

#### Core Requirements 23-24

Select another 9 units from the following:

FTV-12	History of Film	3
FTV-38B	Advanced Film, Television and Video Production Project	3
FTV-42	Writing for Broadcast Television	3
FTV-44B	Intermediate Television Production	3.5
FTV-44C	Advanced-Intermediate Television Production	3.5
FTV-44D	Advanced Television Production	3.5
FTV-45B	Intermediate Television News Production	3.5
FTV-45C	Advanced Intermediate Television News Production	3.5
FTV-45D	Advanced Television News Production	3.5
FTV-51B	Film, Television and Video Laboratory II	1

FTV-51C	Film, Television and Video Laboratory III	1
FTV-51D	Film, Television and Video Laboratory IV	1
FTV-52	Film, Television and Video Laboratory	2
FTV-53	Telecommunications Laboratory	3
FTV-65	The Director's Art in Filmmaking	3
FTV-68	Story Development Process in the Entertainment Industry	3
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
ADM-69	Motion Graphics and Special Effects with After Effects	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ENG-38	Introduction to Screenwriting	3
PHO-8	Introduction to Photography	3

*This Program Pathway will allow a full-time student to complete this program in 18-24 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-12	3	◆		◆	◆
FTV-38B	3	◆		◆	
FTV-42	3	◆		◆	
FTV-44B	3.5	Refer to schedule of classes			
FTV-44C	1	Refer to schedule of classes			
FTV-44D	3.5	Refer to schedule of classes			
FTV-45B	3.5	Refer to schedule of classes			
FTV-45D	3.5	Refer to schedule of classes			
FTV-51B	1	Refer to schedule of classes			
FTV-51C	1	Refer to schedule of classes			
FTV-51D	1	Refer to schedule of classes			
FTV-52	2	◆		◆	
FTV-53	3	◆		◆	
FTV-65	3	◆	◆	◆	◆
FTV-68	3	◆	◆		◆
FTV-72	3	◆		◆	
FTV-73	3	◆			
FTV-74	3	◆			
ADM-69	3	◆		◆	
ADM-71A	3	◆	◆	◆	◆
ENG-38	3	◆			
PHO-8	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## SOUND ENGINEERING EMPHASIS

Core Requirements 23-24

Select another 9 units from the following:

FTV-52	Film, Television and Video Laboratory	2
FTV-53	Telecommunications Laboratory	3
FTV-71A	Beginning Sound Engineering for Audio in Media	3
FTV-73	Introduction to Pro Tools Digital Audio Recording	3
FTV-75	Intermediate Digital Audio Recording Pro Tools 110	3
FTV-76	Advanced Digital Audio Recording Pro Tools 201	3
MUS-8A	Music Technology I	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-52	2	◆		◆	
FTV-53	3	◆		◆	
FTV-71A	3			◆	
FTV-73	1	◆			
FTV-75	3			◆	
FTV-76	3	Refer to schedule of classes			
MUS-8A	3	◆	◆	◆	◆

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### Associate of Science Degree

The Associate of Science Degree in Film, Television and Video, Production Specialist will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



*The following certificate may lead to employment competency, but does not lead to an Associate of Science Degree:*

## BASIC TELEVISION PRODUCTION (R) CE842

### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- 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-38A	Beginning Film, Television and Video Production Project	3
FTV-43	Television Studio and Equipment	3
FTV-44A	Beginning Television Production	3.5
FTV-45A	Beginning Television News Production	3.5
FTV-51A	Film, Television and Video Laboratory I	1
FTV-64A	Beginning Digital Editing Principles and Techniques	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
FTV-38A	3	◆		◆	
FTV-43	3	◆			
FTV-44A	3.5			◆	
FTV-45A	3.5	◆			
FTV-51A	1	◆		◆	
FTV-64A	3	◆		◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

## GENERAL BUSINESS

See Business Administration



## GRAPHICS TECHNOLOGY

### See Applied Digital Media and Printing

## 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 AS595/AS595B/ AS595C/CE595 EMPHASIS (R) 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

**Associate of Science Degree**  
The Associate of Science Degree in Exercise, Sport and Wellness: Fitness Professions will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

### ATHLETIC TRAINING EMPHASIS (R) AS597/AS597B/ AS597C/CE597

#### Program Learning Outcomes

- Upon successful completion of this program, students should be able to:
- Construct an injury prevention program for an athletic team based on knowledge of strength/conditioning, nutrition, health and safety, and protective equipment.
  - Utilize appropriate knowledge and strategies to create an emergency action plan for an athletic team or teams.
  - Apply the technical skills of taping and wrapping techniques.
  - Demonstrate an appropriate and organized approach to event management.
  - Identify and evaluate appropriate strategies for rehabilitation of athletic injuries.
  - Demonstrate appropriate communication and behavioral skills and social attitudes necessary in an athletic training environment.

(Total of 29 units)

Core Requirements	21
Take two from the following:	
KIN-21A Athletic Training Applications A	2
KIN-21B Athletic Training Applications B	2
KIN-21C Athletic Training Applications C	2
KIN-21D Athletic Training Applications D	2
and	
Take two from 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

#### Associate of Science Degree

The Associate of Science Degree in Exercise, Sport and Wellness: Athletic Training will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



**COACHING EMPHASIS (R)****AS599/AS599B/  
AS599C/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)

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-V33	Track and Field: Running Event Techniques	1
KIN-V34	Track and Field: Field Event Techniques	1
KIN-V78	Long Distance Running	1

Group 4 Electives - Team Activity Courses (1 unit)

KIN-A54AB	Fast Pitch Softball Fundamentals	1
KIN-A57	Basketball	1
KIN-A62	Flag Football	1
KIN-A67	Soccer	1
KIN-A68	Volleyball, Beginning	1
KIN-69	Volleyball, Intermediate	1
KIN-V50	Baseball Fundamentals, Defensive	1
KIN-V51	Baseball Fundamentals, Offensive	1
KIN-V52	Fast Pitch Fundamentals, Offensive	1

KIN-V53	Fast Pitch Fundamentals, Defensive	1
KIN-V60	Football Fundamentals, Defense	1
KIN-V61	Football Fundamentals, Offensive	1

Group 5 Electives - Fitness Activity Courses (1 unit)

KIN-A31A	Water Aerobics and Deep Water Exercise	1
KIN-A74	Hiking and Backpacking	1
KIN-A75A	Walking for Fitness: Beginning	1
KIN-A75B	Walking for Fitness: Intermediate	1
KIN-A77A	Jogging for Fitness, Beginning	1
KIN-A77B	Jogging for Fitness, Intermediate	1
KIN-A77C	Jogging for Fitness, Advanced	1
KIN-A81A	Physical Fitness, Beginning	1
KIN-A81B	Physical Fitness, Intermediate	1
KIN-A81C	Physical Fitness, Advanced	1
KIN-A90A	Weight Training, Beginning	1
KIN-A90B	Weight Training, Intermediate	1
KIN-A90C	Weight Training, Advanced	1

**Associate of Science Degree**

The Associate of Science Degree in Exercise, Sport and Wellness: Coaching 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

### MUSIC (R)

### AA680/AA680B/AA680C

A systematic course of study that fosters meaningful cultural experiences in the performance, understanding, and appreciation of the art and discipline of music.

#### Associate of Arts Degree

##### Program Learning Outcomes

Upon completion of this program, students will be able to perform the following:

- 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 (32-36) Units

##### Applied Music\* (12 units selected from the following):

MUS-39	Applied Music I	3
MUS-79	Applied Music II	3
MUS-P12	Applied Piano I	3
MUS-12	Applied Piano II	3

##### Music Theory (16 units):

MUS-3**	Music Fundamentals	4
MUS-4	Music Theory I	4
MUS-5	Music Theory II	4
MUS-6	Music Theory III	4

##### Performing Ensembles\* (4 semesters selected from the following):

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-68	Community Symphony	2
MUS-73	Vocal Jazz Singers	2
MUS-77	Guitar Ensemble	2
MUS-81	Consort Singers	2
MUS-82	Wind Symphony	2
MUS-84	Jazz Orchestra	2
MUS-P28	Symphony Strings	2
MUS-P36	Piano Ensemble	1
MUS-P77	Advanced Guitar Ensemble	2

#### Additional Courses Recommended for Transfer Units

##### Keyboard Skills:

MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1
MUS-53	Keyboard Proficiency	1

##### Music History:

MUS-22**	Survey of Music Literature	3
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\*Applied Music and Performing Ensemble courses may each be taken four times for credit.

\*\*Courses may also be used to fulfill general education requirements for the CSUGE or IGETC pattern, please confer with a counselor.

#### Associate in Arts Degree

The Associate of Science 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.

*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

### JAZZ PERFORMANCE (R)

### CE852

Prepares individuals for a career in music as jazz performers. Fulfills a portion of the Associate of 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 coordinator, recital repertoire in cooperation with the instructor or recital.

#### Required Courses (17 units) Units

MUS-25	Jazz Appreciation	3
MUS-36	Instrumental Chamber Ensembles (1 semester)	1.5
MUS-39	Applied Music I (2 semester)	6
MUS-52	Recital Performance	.5
MUS-74	Jazz Proficiency	1

Jazz Improvisation and Theory (Choose from the list below)	1
Performing Ensemble (Choose from list below)	4

##### Jazz Improvisation and Theory

MUS-43A	Jazz Improvisation and Theory I	1
MUS-43B	Jazz Improvisation and Theory II	1
MUS-43C	Jazz Improvisation and Theory III	1

##### Performing Ensembles

MUS-33	Vocal Jazz Ensemble (two semesters)	4
Or		
MUS-44	Jazz Ensemble (two semesters)	4



**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 of 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

Keyboard Skills Select 1 unit from the following:

MUS-32A	Class Piano I	1
MUS-32B	Class Piano II	1
MUS-32C	Class Piano III	1
MUS-32D	Class Piano IV	1

**MUSIC PERFORMANCE (R)****CE851**

Prepares individuals for a career in music as performers. Fulfills a portion of the Associate of 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	Applied Music I (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	3
MUS-77	Guitar Ensemble	2

**PIANO PERFORMANCE (R)****CE853**

Prepares individuals for a career in music as piano performers. Fulfills a portion of the Associate of 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	Applied Piano I (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/AS586B/AS586C**

The School of Nursing is a vital component of Riverside City College (RCC) and embraces the mission, values, and traditions of both the RCC District and the College. The School of Nursing prepares quality nursing healthcare providers using a student-centered approach through teaching excellence in an environment conducive to learning. The Associate Degree Nursing (ADN) program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare.

**Associate of Science Degree in Registered Nursing Program Learning Outcomes**

- Provide quality, safe, patient-centered nursing care using evidence-based practices Function as a professional and competent nurse generalist while assimilating all ethical and legal principles Provide leadership in a variety of healthcare settings for diverse patient populations
- Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others
- Participate in collaborative relationships through communication with members of the inter-professional healthcare team for the purpose of providing and improving patient care
- Incorporate critical thinking principles using reasoning and adaptability to make sound clinical judgments necessary for the provision of quality patient care and continuous quality improvement

- Employ technology to effectively communicate, manage knowledge, prevent errors, and support decision-making

The Associate of Science Degree in Registered Nursing will be awarded upon successful completion of the following courses:

Required Courses (74 units)		Units
BIO-50A	Anatomy and Physiology I	4
BIO-50B	Anatomy and Physiology II	4
<i>(If the Anatomy and Physiology is a combined course, it must be completed at one institution. The total number of units must be equivalent to 8 semester units. Students with a baccalaureate degree are waived from the unit stipulation.)</i>		
BIO-55	Microbiology	4
PSY-9	Developmental Psychology	3
SOC-1/1H	Introduction to Sociology	3
or		
ANT-2/2H	Cultural Anthropology	3
ENG-1A/1AH	English Composition	4
American Institutions		3
Analytical Thinking		3
COM-1/1H	Public Speaking	3
Or		
COM-9/9H	Interpersonal Communication	3
Elective	Humanities	3
NRN-11	Foundations of Nursing Practice Across the Lifespan	9.5
NRN-11A	Nursing Learning Laboratory	.5
NRN-12	Chronic Illness/Acute Maternal-Child Specialty	8
NRN-12A	Nursing Learning Laboratory	.5
NRN-13	Acute and Chronic Illness I/ Pathophysiology/Pharmacology III	2.5
NRN-21	Acute and Chronic Care II/Mental Illness	9
NRN-21A	Nursing Learning Laboratory	.5
NRN-22	Integrated Care Across the Lifespan	9
NRN-22A	Nursing Learning Laboratory	.5

The following courses are prerequisites for two of the above required courses (8 units):

The following courses are prerequisites for two of the above required courses (8 units):		Units
BIO-1	General Biology	4
<i>(BIO-1 is the prerequisite for AMY-2A, but NOT a prerequisite for the RCC ADN program. If an A &amp; P series has been completed previously at RCCD or at another college then BIO-1 is not required to enter the program.)</i>		
CHE-2A	Introductory Chemistry, I	4
Or		
CHE-3	Fundamentals of Chemistry	4
<i>(Chemistry is a required prerequisite for the Microbiology I (MIC 1) course offered at RCC. To meet the RCC ADN Program's requirement for eligibility, Chemistry may be satisfied by any of the following methods: completion of CHE-2A or CHE-3; a grade of "3" or higher on the Chemistry AP test; completion of 1 year of high school Chemistry with a "C" or better the last semester and pass the RCC Chemistry Diagnostic test.)</i>		

Completion of the following course is required prior to enrollment for all advanced placement (AP/LVN-to RN)/transfer students: (2.5 units)

NRN-18	Transition Course for Advanced Placement (AP) Students	2.5
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## VOCATIONAL NURSING (R)

**AS588/AS588B/  
AS588C/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

- Provide quality, safe, patient-centered nursing care using evidence-based practices.
- Function as a professional and competent entry level health care provider while assimilating all ethical and legal principles.
- Provide leadership in a variety of healthcare settings for diverse patient populations.
- Integrate caring relationships into nursing interventions that positively influence health outcomes and demonstrate sensitivity to the values of others.
- Participate in collaborative relationships through communication with members of the inter-professional healthcare team for the purpose of providing and improving patient care.
- Incorporate critical thinking principles using reasoning and adaptability to make sound clinical judgments necessary for the provision of quality patient care and continuous quality improvement.
- Employ technology to effectively communicate, manage knowledge, prevent errors, and support decision-making.

Required Courses (51 units)		Units
BIO-45	Survey of Human Anatomy and Physiology	3
NVN-52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5
NVN-55A	Vocational Nursing Practice and Nutrition Across the Lifespan	3
NVN-55B	Principles of Pathophysiology	2
NVN-60	Intermediate Vocational Nursing Foundations-Nursing Process/Communication	1
NVN-61	Intermediate Concepts of Vocational Nursing-Care of the Family	6
NVN-62	Intermediate Concepts of Vocational Nursing-Medical/Surgical	12
NVN-63	Intermediate Concepts of Vocational Nursing-Mental Health	3
NVN-70	Advanced Vocational Nursing Foundations-Role Transition	1
NVN-71	Advanced Concepts of Vocational Nursing-Medical/Surgical	7.5
PSY-9	Developmental Psychology	3

### Associate of Science Degree

The Associate of Science Degree in Vocational Nursing will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



*The following certificates may lead to employment competency, but do not lead to an Associate of Science Degree:*

**CRITICAL CARE NURSE (R)**

**CE581**

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of the program, students should be able to:

- Identify environmental factors influencing the role of the critical care nurse.
- Develop constructive personal coping behaviors to be utilized when functioning as a critical 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 (6-10 units)		Units
HET-80	Nursing Assistant Training Program (NATP)	6
or		
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/AS591B/AS591C

**Associate of Science Degree**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Produce written legal documents involved in litigation. Utilize electronic resources to research law and apply it to a given set of facts.
- Utilize appropriate judicial council pleading forms to produce documents required for pursuing and defending a lawsuit.
- Demonstrate a working knowledge of discovery tools and their functions as they relate to trial.
- Demonstrate ethical behavior of paralegals relevant to the attorney/client relationship.

Required Courses (37.5 units) Units

**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) 9

ACC-1A	Principles of Accounting I	3
PAL-80	Internship Project	1.5
PAL-81	Bankruptcy Law and Procedures	3
PAL-83	Estate Planning and Probate Procedures	3
PAL-85	Family Law and Procedures	3
PAL-87	Trial Practice Preparation and Procedures	3
RLE-82	Legal Aspects of Real Estate	3

**Associate of Science Degree**

The Associate of Science Degree in Paralegal Studies will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.



*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
BUS-18A	3	◆	◆	◆	◆
PAL-10	3	◆	◆		◆
PAL-64	3	◆			
PAL-68	3	◆			
CAT/CIS-80	3	◆	◆	◆	◆
CAT/CIS-84	3	◆			
BUS-18B	3	◆	◆	◆	◆
PAL-14	3	◆	◆	◆	
PAL-70	1.5				◆
PAL-72	3			◆	
PAL-78	3	◆		◆	
ACC-1A	3	◆	◆	◆	◆
PAL-80	1.5	<i>Refer to schedule of classes</i>			
PAL-81	3		◆	◆	
PAL-83	3			◆	◆
PAL-85	3		◆	◆	
PAL-87	3	◆		◆	
RLE-82	3		◆		◆



## PATHWAY TO LAW SCHOOL

The California Community Colleges and the State Bar of California selected Riverside City College to participate in a new initiative that will provide a direct pathway to six of California's top laws schools.

The Community Colleges Pathway to Law School Initiative (CCPLSI) is an unprecedented effort within public higher education to enhance opportunities and advancement in the legal profession for diverse populations, particularly those who have been under-represented.

The initiative, sponsored by the State Bar's Council on Access and Fairness, established agreements with twenty-seven community colleges and eight law schools and their respective undergraduate institutions. Students in the program will receive assurances that credits in prescribed courses will transfer. Admitted students are required to participate in various CCPLSI activities.

Participating undergraduate and law school institutions are:  
 University of California, Berkeley and UC Berkeley School of Law  
 University of California, Davis and UC Davis School of Law  
 University of California, Irvine and UC Irvine School of Law  
 University of California, Los Angeles and UCLA School of Law  
 University of Southern California, and USC Gould School of Law  
 Loyola Marymount University and Loyola Law School  
 University of San Francisco and USF School of Law  
 Santa Clara University and Santa Clara University School of Law

The Riverside City College Pathway to Law School Initiative requires students to complete seven courses based on a defined set of "success factors" that help make effective lawyers. The transfer initiative will align criteria from these success factors with community college courses already approved in corresponding Intersegmental General Education Transfer Curriculum (IGETC) to prepare students for law school. Students graduating from our program will earn the title of Law Scholar, which will be recognized by the participating institutions.

### Requirements:

- Complete Pathway to Law School Application.
- A Pathway to Law School Student Educational Plan (SEP) with a RCC counselor and submit it with this application.
- Statement of Interest (MLA Style, no more than two pages).
- Have direct contact with a Faculty Champion a minimum of once per month.
- Attend all required program orientations and workshops.
- Complete a progress report each fall and spring semester.
- Enroll in only courses designated on Pathway to Law School Student Education Plan (SEP).
- Complete 30 units each academic year (including spring and summer) — understanding that dropping courses will jeopardize eligibility for this contract.
- Students must maintain the required GPA at the community college and undergraduate institution.
- Participate in Community Service, College Service, and/or Civic Learning activities on or off campus such as Law Society, Mock Trial, MUN, ASRCC Student Government, ASRCC Supreme Court, or ASRCC Senate

### Required Courses:

- English 1A

- English 1B
- Communications 3
- Math 12
- History 6
- Political Science 1
- Business 15
- Interdisciplinary Studies 5

*This Program Pathway will allow a full-time student to complete the suggested prescribed courses of study, within 24 months. This prescribed course of study includes the 7 required courses and additional IGETC requirements. Students may select any major for this Pathway program to obtain an Associate's degree. For students who require a part time pathway, please see a counselor.*

FALL TERM I	Units		SPRING TERM I	Units
ENG-1A/1AH	4		ENG-1B/1BH	4
COM-1	3		COM-3	3
MAT-12	4		ADJ-1 or 9 or BUS-15	3
PHIL-10	3		PHIL-12	3
<b>TOTAL UNITS</b>	<b>14</b>		<b>TOTAL UNITS</b>	<b>13</b>

WINTER TERM I	Units		SUMMER TERM I	Units
SOC-1 or PSY-1	3		THE-3 or DAN-6	3
			HIS-6/6H or 7/7H	3
<b>TOTAL UNITS</b>	<b>3</b>		<b>TOTAL UNITS</b>	<b>6</b>

FALL TERM II	Units		SPRING TERM II	Units
POL-1/1H or POL-5	3		COM-2 or COM-9	3
BIO-34 or 36	3		HIS-26	3
SOC-12 or 2	3		GEG-1 w/lab	4
BUS-18A	3		COM-12	3
<b>TOTAL UNITS</b>	<b>12</b>		<b>TOTAL UNITS</b>	<b>13</b>

## 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/AS592B/AS592C/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 of Science Degree**

The Associate of Science Degree in Photography will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

*This Program Pathway will allow a full-time student to complete this program in 18-24 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
PHO-8	3	◆	◆	◆	◆
PHO-20	3	◆	◆	◆	◆
PHO-9	3	◆		◆	
PHO-10	3	◆			
PHO-12	3	◆			
PHO-14	3			◆	
PHO-17	3			◆	

**REAL ESTATE**

See Business Administration

**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.

**SIGN LANGUAGE INTERPRETING (R)**

**AS505/AS505B/AS505C/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-22	American Deaf Culture	3

**Associate of Science Degree**

The Associate of Science Degree in Sign Language Interpreting will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

**TELECOMMUNICATIONS**

See Film, Television, and Video Production

## WELDING TECHNOLOGY

This program prepares individuals to apply technical knowledge and skills for joining and cutting metallic materials. This includes instruction in SMAW, FCAW, GMAW, GTAW welding processes; oxyacetylene and plasma cutting of ferrous and non-ferrous materials. Includes, welding metallurgy, structural welding safety, and applicable codes and standards. These skills prepare students for the following careers: iron worker trade, steel worker trade, construction trades, pile driver trades, and glazing trades.

Some Welding courses have changed course numbers. The chart below reflects these changes.

Current Course Number	Former Course Number	Course Name
WEL-20	WEL-62	Blueprint Reading for Welders Trades
WEL-65A	WEL-15	Beginning Shielded Metal Arc Welding
WEL-65B	WEL-16	Advanced Shielded Metal Arc Welding
WEL-85A	WEL-61A	American Welding Society/Los Angeles City Welding I
WEL-85B	WEL-61B	American Welding Society/Los Angeles City Welding II
WEL-95A	WEL-55A	Introduction to Gas Tungsten Arc Welding
WEL-95B	WEL-55B	Advanced Gas Tungsten Arc Welding (GTAW)

### WELDING TECHNOLOGY (R)

**AS606/AS606B/  
AS606C/CE606**

#### Certificate Program

#### Program Learning Outcomes

Upon successful completion of this program, students should be able to:

- Display the 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.
- Obtain skills needed to pass AWS skills test to become a certified welder.

Required Courses (28 units)		Units
WEL-20	Blueprint Reading for Welders Trades	2
WEL-65A	Beginning Shielded Metal Arc Welding	3
WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-75A	Gas Metal Arc Welding	3
WEL-75B	Flux Cored Arc Welding (FCAW)	3
WEL-85A	American Welding Society/ Los Angeles City Welding I	3
WEL-95A	Introduction to Gas Tungsten Arc Welding	3
WEL-115A	SMAW/GMAW Pipe Welding Fundamentals	3
Electives	(Choose from list below)	5

Electives (5 units)		Units
WEL-22	Plate and Structural Steel Layout	3
WEL-34	Metal Joining Processes	2
WEL-85B	American Welding Society/ Los Angeles City Welding II	3
WEL-95B	Advanced Gas Tungsten Arc Welding (GTAW)	3
WEL-200	Welding Work Experience	1-4

*This Program Pathway will allow a full-time student to complete this program in 12-18 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-20	2	◆			
WEL-22	3	Refer to schedule of classes			
WEL-34	2	◆	◆	◆	
WEL-65A	3	◆	◆	◆	◆
WEL-65B	3	◆		◆	
WEL-75A	3	Refer to schedule of classes			
WEL-75B	3	Refer to schedule of classes			
WEL-85A	3	◆			
WEL-85B	3			◆	
WEL-95A	3			◆	◆
WEL-95B	3	◆			
WEL-115A	3	Refer to schedule of classes			
WEL-200	1-4	Scheduled based on student need			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

#### Associate of Science Degree

The Associate of Science Degree in Welding Technology will be awarded upon completion of the degree requirements, including general education and other graduation requirements as described in the college catalog.

The following certificates may lead to employment competency, but do not lead to an Associate of 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 a structured steel field or shop environment. With these new skills, students will be able to obtain entry level employment as a welder’s helper in the field or in welding shops welding structural steel.

**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 (12 units)		Units
WEL-65A	Beginning Shielded Metal Arc Welding	3
WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-85A	American Welding Society/ OR	3
	Los Angeles City Welding I	
WEL-85B	American Welding Society/ Los Angeles City Welding II	3

Following this Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-65A	3	◆	◆	◆	◆
WEL-65B	3	◆		◆	
WEL-85A	3	◆			
WEL-85B	3			◆	

Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.

**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 as a welder’s helper in the field or as a beginning welder in a production setting welding thin materials.

**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 (6 units)		Units
WEL-95A	Introduction to Gas Tungsten Arc Welding	3
WEL-95B	Advanced Gas Tungsten Arc Welding (GTAW)	3

This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-95A	3			◆	◆
WEL-95B	3	◆			

Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.





### 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 as a welder's helper or in a shop production welding setting welding structural steel, parts of medium thickness, or sheet steel.

**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 (9 units) Units**

WEL-75A	Gas Metal Arc Welding	3
WEL-75B	Flux Cored Arc Welding (FCAW)	3
WEL-85A	American Welding Society/ Los Angeles City Welding I	3

OR

WEL-85B	American Welding Society/ Los Angeles City Welding II	3
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*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-75A	3	Refer to schedule of classes			
WEL-75B	3	Refer to schedule of classes			
WEL-85A	3	◆			
WEL-85B	3			◆	

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*

### PIPE WELDING (R)

**CE849**

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and SMAW/GMAW pipe 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 as a pipe welder's helper or in a shop doing production welds, welding ferrous pipe.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate knowledge and ability to make satisfactory welds on ferrous pipe.
- Display the ability to make satisfactory open root pipe welds using GMAW and SMAW.
- Demonstrate knowledge of the proper fit-up of a pipe joint.

**Required Courses (15 units) Units**

WEL-65B	Advanced Shielded Metal Arc Welding	3
WEL-75A	Gas Metal Arc Welding	3
WEL-85A	American Welding Society/ Los Angeles City Welding I	3
WEL-85B	American Welding Society/ Los Angeles City Welding II	3
WEL-115A	SMAW/GMAW Pipe Welding Fundamentals	3

*This Program Pathway will allow a full-time student to complete this program in 8-12 months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Units	Fall	Winter	Spring	Summer
WEL-65B	3	◆		◆	
WEL-75A	3	Refer to schedule of classes			
WEL-85A	3	◆			
WEL-85B	3			◆	
WEL-115A	3	Refer to schedule of classes			

*Many certificates can be earned at the same time – called stackable certificates. Please see a faculty advisor or counselor for more information.*





## NON-CREDIT CERTIFICATES

### BUSINESS SKILLS BOOT CAMP

CE876

The Business Skills non-credit Certificate of Completion will provide students short-term basic, business skills needed in multiple fields with the goal of increasing employability. The content provides an overview professional self-management and online skills used in business. Topics covered includes Professional Communication Basics, Professional Online Presence, Customer Experience, and Professional Self-Management.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Apply effective techniques for communication with clients and customers.
- Create a professional online appearance.
- Develop an effective customer experience.
- Apply techniques for professional self-management.

Required Courses (36 hours)		Hours
BUS/CAT-114	Business Skills: Professional Communication Basics	9
BUS-115	Business Skills: Professional Online Presence	9
BUS-116	Business Skills: Managing the Customer Experience	9
BUS/CAT-117	Business Skills: Professional Self-Management	9

*Following this Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Hours	Fall	Winter	Spring	Summer
BUS-114/CAT-114	9	Refer to schedule of classes			
BUS-115	9	Refer to schedule of classes			
BUS-116	9	Refer to schedule of classes			
BUS-117/CAT-117	9	Refer to schedule of classes			

### GIG: THE SOLOPRENEURS ADVENTURE CE875

This program prepares individuals in the development and implementation of their own solopreneur business in the Gig Economy.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of this program, students should be able to:

- Demonstrate an understanding of social media and its effectiveness when utilized as a tool for marketing oneself for employment within the Gig Economy.
- Development of a professional online persona/brand used on social media and websites that offer short-term contracts within the Gig Economy.
- Demonstrate the results-oriented ability to engage in technological platform, to develop opportunity profiles, establish service compensation value, billing, and other skills necessary to participate in the Gig Economy.

Required Courses (36 hours)		Hours
BUS-111	Entrepreneur Mindset	18
BUS-113	Solopreneurs: Personal Finance and Quickbooks Quickstart	9
BUS-115	Business Skills: Professional Online Presence	9

*Following this Program Pathway will allow a full-time student to complete this program in four months. Students attending part time may take longer to complete. Please see a counselor for more information.*

Course Number	Course Hours	Fall	Winter	Spring	Summer
BUS-111	18	Refer to schedule of classes			
BUS-113	9	Refer to schedule of classes			
BUS-115	9	Refer to schedule of classes			





**Section VI**  
**COURSE DESCRIPTIONS**



## COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at [www.curricunet.com/RCCD](http://www.curricunet.com/RCCD).

## 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](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

## DELIVERY METHODS

A variety of delivery methods are used to offer classes a Riverside Community College District, including face-to-face classroom instruction and distance delivery methods such as hybrid classes and online classes (taught entirely online utilizing computer and Internet technology). Enrollment in online classes is limited to students who have demonstrated competency in working in the online environment. Please see the Open Campus section of the class schedule for details on meeting the limitation on enrollment for online classes.

## NON-DEGREE CREDIT

Courses indicated as non-degree credit earn credit, but the credit is not counted toward the associate degree. These courses (Communication Studies 51, 85A, 85B, English 60AB, 80, 85, 90B; English as a Second Language 51, 52, 53, 65, 71, 72, 90A, 90D, 90L, 90M, 90P, 91, 92, 95; Interdisciplinary Studies 3; Mathematics 37, 52, 63, 64, 65, 81, 82, 90 A-F, 98; Nursing- Continuing Education: 81; Nursing-Registered: 11B, 11C, 12B, 12C, 18, 21B, 21C, 22B, 22C; Nursing-Vocational: 52A, 52B, 52C, 62A, 62B, 62C; Reading 81, 82, 83, 86 and 90) are intended to help students develop skills necessary to succeed in college level degree-applicable courses. Non-degree credit courses can be used toward the following: athletic eligibility, work study, financial aid, social security benefits, veteran's benefits, associated student body office, and full-time status.

## NON-CREDIT

These courses are numbered in the 800's and are non-credit classes. No unit credit is earned in these courses.

## REPEATING A COURSE

Students may repeat courses in which a "C" or better grade was earned only for the following types of courses: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content. The designation of whether a course is repeatable is indicated in the course description.

## LIMITATIONS ON ENROLLMENT

Please check course description carefully to see if there are any prerequisites, corequisites, advisory or other limitations on enrollment.

**Prerequisite** - When a course has a prerequisite, it means that the corresponding discipline has determined that the student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 WPM), and ability (speak and write French fluently), a preparation score (placement test and prior academic background), or successful completion of a course (grade of "C" or better, "P" or "CR"). Completion of the prerequisite is required prior to enrolling in the class. **Successful completion of a prerequisite requires a grade of "C" or better, "P" (Pass). "C-", "D", "F", "FW", "NP" (No Pass), or "I" are not acceptable.** Students currently enrolled in a prerequisite course at Riverside Community College District (i.e. Math 52) will be allowed to register for the succeeding class (i.e. Math 35). However, if the prerequisite course is not passed with at least a C grade, the student will be dropped from the succeeding class.

**Corequisite** - When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

**Advisory** - When a course has an advisory, it means that a student is recommended to have a certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, the student will not be blocked from enrolling in a class if he/she does not meet the advisory.

**Verifying Prerequisites/Corequisites** - It is the student's responsibility to know and meet the course prerequisites and corequisites. These are stated in the course descriptions within the Schedule of Classes and the college catalogs.

If you have met the prerequisites at another accredited college or university, you must provide verification through one of the following:

- Submit official transcript(s) and complete a **Prerequisite Validation form**.
- Submit unofficial transcript(s) or grade reports and complete a **Matriculation Appeals petition**. Petitions approved on an unofficial transcript will be approved for one semester only. This will provide time for the student to request official transcripts.
- Coursework must be listed on the original transcript. Coursework listed on a secondary transcript is not acceptable documentation.
- If you wish to challenge a prerequisite for courses other than English, ESL, math or reading on the basis of knowledge or ability or because of the unavailability of the prerequisite, submit a Matriculation Appeals petition at any of our campus's counseling offices.
- Successful completion of some high school courses are accepted by the discipline as an appeal to existing prerequisites and/or corequisites.

Petitions to challenge a prerequisite are available in the Counseling Offices on all three colleges.

## CREDIT COURSES

Credit courses can be degree or non-degree applicable. Unlike non-credit courses, they do carry units based on the number of hours of lecture, lab, or both that are required in the official course outline for the course. These courses are in a wide variety of areas; each requires critical thinking, reading and writing, and assignments that are completed outside of class that require the student to study and work independently. Credit courses are approved by the district and college Curriculum Committees and the Board of Trustees.



## ACCOUNTING

### ACC-1A - Principles of Accounting, I (C-ID ACCT 110)

**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 (C-ID ACCT 120)

**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 (Same as CAT-55)

**3 units**

*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.*

Presents the theory, procedures, and practice relating to product costs, including job order, process, and standard cost systems. Also includes analytical skills used to interpret accounting data used by management in planning and controlling business activities. Emphasizing the concept of "different costs for different purposes," this course focuses on cost accounting strategy and the decision making process and studies the development of detailed cost data essential to management for controlling operations, decision making, and planning. 54 hours lecture.



**ACC-62 - Payroll Accounting****3 units**  
CSU*Prerequisite:* ACC-1A or ACC/CAT-55.

Studies accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act and the California Workmen's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-63 - Income Tax Accounting****3 units**  
CSU*Prerequisite:* None.

Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-65 - Computerized Accounting****3 units**  
CSU*Prerequisite:* ACC-1A or ACC/CAT-55.*Advisory:* CIS-1A or 3.

An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ACC-66 - Non-Profit and Governmental Accounting****3 units**  
CSU*Prerequisite:* ACC-1A.*Advisory:* BUS-20.

A study of the principles and practices of nonprofit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, application of generally accepted accounting principles to nonprofit and governmental organizations. 54 hours lecture.

**ACC-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 instruction in work-related skills. Students may earn up to four 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**ADMINISTRATION OF JUSTICE****ADJ-1 - Introduction to the Administration of Justice** **3 units**  
(Same as JUS-1) (C-ID AJ 110) 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**

(Same as JUS-2) (C-ID AJ 122) CSU

*Prerequisite:* None.

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.

**ADJ-3 - Concepts of Criminal Law** **3 units**  
(Same as JUS-3) (C-ID AJ 120) 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**  
(Same as JUS-4) (C-ID AJ 124) 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**  
(Same as JUS-5) (C-ID AJ 160) UC, CSU*Prerequisite:* None.

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 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**  
(Same as JUS-8) (C-ID AJ 220) 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**  
(Same as JUS-9) UC, CSU  
*Prerequisite: None.*  
A general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture.
- ADJ-10 - Introduction to Security** **3 units**  
CSU  
*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) (CID AJ 150) CSU  
*Prerequisite: None.*  
This course provides an introduction to the role of criminalistics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents and controlled substances. 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**  
(Same as JUS-13) (CID AJ 140) 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**  
(Same as JUS-14) CSU  
*Prerequisite: ADJ/JUS-13.*  
Advanced training and skill development in the conduct of crime scene investigation and in the recording, collection and preservation of physical evidence. Focus is on the understanding and working knowledge of fingerprints, ballistics, firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 54 hours lecture and 24 hours laboratory. (TBA option)
- ADJ-15 - Narcotics** **3 units**  
CSU  
*Prerequisite: None.*  
A basic understanding of narcotics and dangerous drugs and 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**  
(Same as JUS-20) (CID AJ 200) 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. 54 hours lecture. (Letter grade or Pass/No Pass option)
- 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. (Letter grade or Pass/No Pass option)

**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  
(Same as JUS-25)****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  
(Same as JUS-30)****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  
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. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**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, and 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, hydronics, 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. 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 instruction in work-related skills.*

Students may earn up to four 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## AMERICAN SIGN LANGUAGE

### AML-1 - American Sign Language 1

**4 units**  
UC\*, CSU

*Prerequisite:* None.

This course concentrates on developing the basic principles and skills of American Sign Language (ASL) through cultural appreciation and nonverbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory.

### AML-2 - American Sign Language 2

**4 units**  
UC, CSU

*Prerequisite:* AML-1.

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, finger spelling, 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.

### 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 anthropological linguistic evolution of ASL and the linguistics of American Sign Language, including the grammatical functions of ASL within discourse. 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:* Concurrent enrollment in or prior completion of 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-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

See Biology

## ANTHROPOLOGY

**ANT-1 - Physical Anthropology** **3 units**  
(C-ID ANTH 110) 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. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

**ANT-1H - Honors Physical Anthropology** **3 units**  
(C-ID ANTH 110) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

This honors course offers an enriched 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. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.

**ANT-1L - Physical Anthropology Laboratory** **1 unit**  
(CID ANTH 115) UC, CSU

*Prerequisite: None.*

*Corequisite: Concurrent enrollment in or prior completion of ANT-1 or ANT-1H.*

Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory.

**ANT-2 - Cultural Anthropology** **3 units**  
(C-ID ANTH 120) 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-2H - Honors Cultural Anthropology** **3 units**  
(CID ANTH 120) UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Enrollment in the Honors Program.*

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. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ANT-2 and ANT-2H. 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, life ways, 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**  
(C-ID ANTH 150) 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  
(C-ID ANTH 130)****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ANT-10 - Forensic Anthropology****3 units**  
UC, CSU*Prerequisite: None.*

The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

**ANT-16 - Field Methods in Archaeology****3 units**  
CSU*Prerequisite: ANT-6*

Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Pass/No Pass or Letter Grade)

## APPLIED DIGITAL MEDIA AND PRINTING

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**ADM-1 - Introduction to Applied Digital Media****3 units**  
CSU*Prerequisite: None.*

An introductory course for the graphic communications industry and Digital Media program. This course provides an introduction to basic graphic design, typography, prepress, digital and offset printing, and finishing. 36 hours lecture and 72 hours laboratory.

**ADM-2A - Color Systems and File Management  
(Formerly ADM-65)****1 unit***Prerequisite: None.*

An introductory course in color systems, computer technology and file management for graphic designers. This includes basic color theory, color profiles, hardware, software, file formats and troubleshooting, and system maintenance. 8 hours lecture.

**ADM-2B - Prepress, Paper and Inks  
(Formerly ADM-58)****1 unit***Prerequisite: None.*

An introductory course in basic print production prepress that includes the principles involved in assigning paper, ink, and other substrates to professional graphic design projects. 18 hours lecture.

**ADM-2C - Ethics and Legalities for Graphic Designers  
(Formerly ADM-64)****1 unit***Prerequisite: None.*

An introductory course in the ethical and legal standards of conduct for graphic designers. This includes topics such as copyright law, contract negotiation, responsible image manipulation, and internet ethics. 18 hours lecture.

**ADM-55 - Business Management for  
Graphic Communications****3 units**  
CSU*Prerequisite: None.*

A professional course in business management for the graphic communications industry. This includes instruction in design services, sales and marketing, estimating, planning, budgeting, safety and environmental issues and personnel management. 54 hours lecture.

**ADM-62 - Typography and Graphic Design****3 units**  
CSU*Prerequisite: None.*

This course is a study of the fundamentals of typography including type anatomy, design, hierarchy, and aesthetic expression. Emphasis is placed on the process of design development from roughs to comprehensives, layout, and the use of type for effective communication. Industry standard software is used in the development of typographic and graphic design solutions appropriate for print, web and other media. 36 hours lecture and 72 hours laboratory.

**ADM-63A - Design For Print Publication  
(Formerly ADM 63)****3 units**  
CSU*Prerequisite: None.*

Beginning page layout and design for professional print publishing using Adobe InDesign. A course for graphic designers, production artists, and pre-press technicians. Integrates seamlessly with Adobe's other industry standard applications providing a consistent design environment. 36 hours lecture and 72 hours laboratory.

**ADM-63B - Design for Electronic Publication****3 units**  
CSU*Prerequisite: ADM-63A.*

Advanced page layout and graphic design using Adobe InDesign. This course emphasizes the design and the production of interactive and multimedia documents in a variety of formats intended for electronic publishing. This includes digital media, web, mobile and tablet devices. 36 hours lecture and 72 hours laboratory.

**ADM-67 - Multimedia Animation****3 units**  
CSU*Prerequisite: None.*

A comprehensive course exploring the digital techniques, methods and software tools used by the industry to develop digital animation suitable for motion graphics, web design, film, video and multimedia platforms. 36 hours lecture and 72 hours laboratory.

**ADM-68A - 3D Animation with Maya I  
(Formerly ADM-68)****3 units**  
CSU*Prerequisite: None.*

A course in the production of 3D graphics and animation using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory.

**ADM-68B - 3D Animation with Maya II  
(Formerly ADM-88)****3 units**  
CSU*Prerequisite: ADM-68A.*

An advanced course in the production of 3D graphics and animation, using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory.

**ADM-69 - Motion Graphics and Special Effects  
with After Effects****3 units**  
CSU*Prerequisite: None.*

This course focuses on the techniques and methodology to design motion graphics and special effects for video and film, using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, animation, and digital special effects. Focus will be on creative visual communication using appropriate and effective motion graphics. 36 hours lecture and 72 hours laboratory.

**ADM-70 - Project Production and Portfolio****3 units**  
CSU*Prerequisite: ADM-1 and 62 and 71A.**Advisory: ADM-63A, and 77A.*

A study of professional 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. This course will also include the production of a student portfolio suitable for job applications. 36 hours lecture and 72 hours laboratory.

**ADM-71A - Adobe Photoshop for Image Manipulation  
(Formerly ADM-71)****3 units**  
CSU*Prerequisite: None.*

An introductory course in image manipulation for graphic designers. This includes image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory.

**ADM-71B - Adobe Photoshop, Advanced  
(Formerly ADM-72)****3 units**  
CSU*Prerequisite: ADM-71A.*

An advanced course in image manipulation for graphic designers using Adobe Photoshop. This includes advanced instruction in image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory.

**ADM-74A – Web Design****3 units**  
CSU*Prerequisite: None.*

Basic web design and the fundamentals of web technology for graphic designers. Students will be introduced to various user-friendly web-building software applications. 36 hours lecture and 72 hours laboratory.

**ADM-74B – Web Design with Dreamweaver****3 units**  
CSU*Prerequisite: None. Advisory: ADM-74A.*

Advanced web design including advanced web technology and trends for graphic designers. Students will be introduced to professional grade website building software like Adobe Dreamweaver including basic coding and scripting. 36 hours lecture and 72 hours laboratory.

**ADM-77A - Adobe Illustrator for Graphic Art****3 units**  
CSU*Prerequisite: None.*

An introductory course in the use of Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications. 36 hours lecture and 72 hours laboratory.

**ADM-77B - Adobe Illustrator, Advanced****3 units**  
CSU*Prerequisite: ADM-77A.*

A course including advanced techniques using Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications. 36 hours lecture and 72 hours laboratory.

**ADM-80 - Electronic Pre-press****3 units**  
CSU*Prerequisite: ADM-1 and 63A.*

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. 36 hours lecture and 72 hours laboratory.

**ADM-85A - Commercial Printing  
(Formerly ADM-85)****3 units**  
CSU*Prerequisite: None.*

This course includes basic instruction in the set-up and operation of commercial printing equipment including: offset duplicators digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory.

**ADM-85B - Commercial Printing Advanced  
(Formerly ADM-86)****3 units**  
CSU*Prerequisite: ADM-85A.*

This course includes advanced instruction in the set-up and operation of commercial printing equipment including: offset duplicators, digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory.

**ADM-200 - Applied Digital Media  
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. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting based upon several factors, including the

## ART

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number of hours worked during the semester, occupational program requirements, and type of work in which the student is engaged. 18 hours orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## ARABIC

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### ARA-1 - Arabic 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 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. 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.)

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**

(C-ID ARTH 110)

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. Students may not receive credit for both ART-1 and ART-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### ART-1H - Honors History of Western Art: Prehistoric, Ancient, Medieval

**3 units**

(C-ID ARTH 110)

CSU

*Prerequisite: None* *Advisory: ENG-1A*

*Limitation on Enrollment: Enrollment in the Honors Program.*

Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ART-1 and ART-1H. 54 hours lecture.

### ART-2 - History of Western Art: Renaissance through Contemporary

**3 units**

(C-ID ARTH 120)

UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### ART-2H - Honors History of Western Art: Renaissance through Contemporary

**3 units**

(C-ID ARTH 120)

UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program*

Honors survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through contemporary art. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-3 - Art for Teachers****3 units**  
CSU*Prerequisite: None.*

Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-4 - Introduction to Visual Culture****3 units**  
UC, CSU*Prerequisite: None. Advisory: ENG-50 or 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. (Letter Grade, or Pass/No Pass option.)

**ART-5 - History of Non-Western Art****3 units**  
UC, CSU*Prerequisite: None.**Advisory: ENG-1A and college level reading recommended.*

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: 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: 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: 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 to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-12 - Asian Art History****(C-ID ARTH 130)****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-13 - Pre-Columbian Art History****(C-ID ARTH 145)****3 units**  
UC, CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-14 - Latin American Art: Colonial to the Present****3 units**  
UC, CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 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. ART-15, 16 and 47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-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. ART-15, 16 and 47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-17 - Beginning Drawing  
(C-ID ARTS 110)****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  
(C-ID ARTS 205)****3 units**  
UC, CSU*Prerequisite: ART-17.*

Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory, will be explored in thoughtful compositions. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-19 - Experimental Methods and Materials****3 units**  
UC, CSU*Prerequisite: ART-17.*

The use of experimental methods and materials in creating two dimensional artwork. 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 be investigated. Students will be encouraged to access less conventional solutions to a variety of projects. ART-19 and 23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-20 - Beginning Sculpture****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. ART-20, 21 and 46 are courses related in content and are limited to four enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**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. ART-20, 21 and 46 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-22 - Basic Design  
(C-ID ARTS 100)****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of two-dimensional design. The organization of visual elements 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 - Color Theory and Design  
(C-ID ARTS 270)****3 units**  
UC, CSU*Prerequisite: ART-17 or 22.*

The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design. ART-19 and 23 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-24 - Three Dimensional Design  
(C-ID ARTS 101)****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)



**ART-25A - Watercolor-Beginning****3 units**  
UC, CSU*Prerequisite:* ART-17.

Course work that reflects the fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. ART-25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-25B - Watercolor-Intermediate****3 units**  
UC, CSU*Prerequisite:* ART-25A.

Course work that reflects an intermediate-level of painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of composition, idea, method, color, and creativity will be examined. Students pay for their own materials. ART-25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-26 - Beginning Painting****(C-ID ARTS 210)****3 units**  
UC, CSU*Prerequisite:* ART-17.

An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-27 - Intermediate Painting****3 units**  
UC, CSU*Prerequisite:* ART-23 or 26.

Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual compositional, and creative skills. Students pay for their own materials. ART-18, 26 and 27 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-28A - Studio Painting-Portfolio Preparation****3 units**  
UC, CSU*Prerequisite:* ART-27.

Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-28B - Studio Painting-Portfolio Presentation****3 units**  
UC, CSU*Prerequisite:* ART-28A.

Independent painting studio for the self-motivated student with emphasis on individual art problems, portfolio development and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, refinement, and portfolio presentation. Students pay for their own materials. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-30A - Printmaking-Introduction****3 units**  
UC, CSU*Prerequisite:* None.

Introduction to the printmaking studio and the design and creation of original prints using a variety of techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-30B - Printmaking-Intermediate****3 units**  
UC, CSU*Prerequisite:* ART-30A.

Intermediate level of printmaking. The design and creation of original prints using a variety of techniques as student progress in the art form. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-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. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-35A - Illustration-Beginning****3 units**  
UC, CSU*Prerequisite:* ART-17. *Advisory:* ART-23 or 26.

Course work that reflects the types of entrance level assignments an illustrator may encounter in the industry, using a variety of traditional media and techniques. Emphasis is placed on the evolutionary development of visual ideas. Students pay for their own materials. ART-35A, 35B, and 38 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-35B - Illustration-Intermediate****3 units**  
UC, CSU*Prerequisite:* ART-35A. *Advisory:* ART-23 or 26.

Course work that reflects the types of intermediate assignments an illustrator may encounter in the industry. Students will combine traditional and non-traditional techniques to create projects that reflect an intermediate level of finish and format. Projects will focus on conceptual content and process, and represent a range of possible industry application, such as entertainment design, editorial illustration and illustrations for an interactive environment. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36A - Computer Art-Introduction****3 units**  
UC, CSU*Prerequisite:* None.

Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. ART-36A and 36B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36B - Computer Art-Intermediate****3 units**  
UC, CSU*Prerequisite:* ART-36A.

Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. ART-36A and 36B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-38 - Studio Illustration****3 units**  
CSU*Prerequisite:* ART-35A.

Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students are expected to pay for their own materials. 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 35A.

Fundamental design methodology for visual communication. Exploration of design principles in advertising and layout design. Type and lettering creation and techniques, corporate imagery and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40A - Figure Drawing-Introduction (C-ID ARTS 200)****3 units**  
UC, CSU*Prerequisite:* ART-17.

Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40B - Figure Drawing-Intermediate****3 units**  
UC, CSU*Prerequisite:* ART-40A.

Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-41A - Figure Painting-Introduction****3 units**  
UC, CSU*Prerequisite:* ART-26 or 40A.

Introduction to painting from the human figure. Students will paint from a nude model using a variety of methods and materials. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-41B - Figure Painting-Intermediate****3 units**  
UC, CSU*Prerequisite:* ART-41A.

Intermediate level of figure painting, with further development and refinement of painting compositions with the human form. Students will draw and paint from a nude model using a variety of methods and materials. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-42A - Studio Figure Drawing-Portfolio Preparation****3 units**  
UC, CSU*Prerequisite:* ART-40B.

Continued figure drawing studio work for the self-motivated student, with emphasis on individual problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent development and portfolio preparation. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-42B - Studio Figure Drawing-  
Portfolio Presentation****3 units**  
UC, CSU*Prerequisite:* ART-42A.

Continued independent figure drawing studio for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-40A, 40B, 42A, and 42B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-43A - Studio Figure Painting-  
Portfolio Preparation****3 units**  
UC, CSU*Prerequisite:* ART-41B.

Continued figure painting studio work for the self-motivated student with emphasis on individual art problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. Students pay for their own materials. ART-41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-43B - Studio Figure Painting-  
Portfolio Presentation****3 units**  
UC, CSU*Prerequisite:* ART-43A.

Continued figure painting studio for the self-motivated student, with emphasis on individual art problems, independence, and portfolio refinement and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART- 41A, 41B, 43A, and 43B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44A - Beginning Animation Principles****3 units**  
UC, CSU*Prerequisite:* ART-17. *Advisory:* ART-22 and 40A.

Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44B - Intermediate Animation Principles****3 units**  
UC, CSU*Prerequisite:* ART-44A. *Advisory:* ART-22 and 40A.

Intermediate level of animation principles where emphasis will be on more developed animation techniques and exercises of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials.

ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44C - Advanced Animation Principles****3 units**  
UC, CSU*Prerequisite:* ART-44B. *Advisory:* ART-22 and 40A.

Advanced animation principles with emphasis on portfolio-ready traditional animation and experimental animation methods. Developed traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. ART-44A, 44B, and 44C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-45 - Studio Watercolor Painting****3 units**  
UC, CSU*Prerequisite:* ART-25A.

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. Students pay for their own materials. ART- 25A, 25B, and 45 are courses related in content and are limited in enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-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. Students pay for their own materials. ART-20, 21 and 46 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-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. Students pay for their own materials. ART-15, 16 and 47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48A - Studio Drawing-Portfolio Preparation****3 units**  
UC, CSU*Prerequisite:* ART-18.

Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART- 28A, 28B, 48A, and 48B are

courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48B - Studio Drawing-Portfolio Presentation**      **3 units**  
UC, CSU

*Prerequisite:* ART-48A.

Continued studio drawing for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-28A, 28B, 48A, and 48B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-49A - Studio Printmaking-Portfolio Preparation**      **3 units**  
UC, CSU

*Prerequisite:* ART-30B.

Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, and portfolio preparation and development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-49B - Studio Printmaking-Portfolio Presentation**      **3 units**  
UC, CSU

*Prerequisite:* ART-49A.

Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, refinement, and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. ART-30A, 30B, 49A, and 49B are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.)

**ART-50A - Beginning Storyboarding**      **3 units**  
CSU

*Prerequisite:* ART-17. *Advisory:* ART-22 and 40A.

Introduction to storyboarding with animation principles. Basic concepts of writing and directing for animation, dialogue and story development will be explored in making basic story reel structure. Students pay for their own materials. ART-50A, and 50B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-50B - Intermediate Storyboarding**      **3 units**

CSU

*Prerequisite:* ART-50A. *Advisory:* ART-22 and 40A.

Intermediate level of storyboarding with animation principles where emphasis will be on developed cinematic storytelling techniques and compositions. More developed concepts of writing and directing for animation, dialogue and story development will be explored in making a story reel with a linear computer editing. Students pay for their own materials. ART-50A, and 50B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-51A - Beginning Animation Production**      **3 units**

UC, CSU

*Prerequisite:* ART-17. *Advisory:* ART-22 and 40A.

Introduction to animation production pipeline and film-making with animation principles. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. ART- 51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-51B - Intermediate Animation Production**      **3 units**

UC, CSU

*Prerequisite:* ART-51A.

*Advisory:* ART-22 and 40A.

Intermediate level of animation production pipeline and film-making with animation principles. More developed story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. ART-51A, and 51B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-200 - Art Work Experience**      **1-2-3-4 units**

CSU\*

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment.

This course is designed to coordinate the student's occupational on-the-job training with related instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)



## ASTRONOMY

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### AST-1A - Introduction to the Solar System 3 units

UC, CSU

*Prerequisite: None.*

*Advisory: REA-82 or qualifying placement level and MAT-35.*

A journey through the fundamental principles of astronomy specifically focused on the observed motions of the night sky, historical developments of astronomical theory, and the scientific principles explaining the physical characteristics and formation of the solar system. Part one of two courses which complete the fundamental knowledge base for astronomy. 54 hours lecture.

### AST-1B - Introduction to the Stars and Galaxies 3 units

UC, CSU

*Prerequisite: AST-1A.*

A journey through the fundamental principles used to describe the sun, stars, galaxies and the universe as a whole. Description of observational measurements, determination of the physical properties and the theoretical predictions of stellar evolution, properties of; black holes, neutron stars, supernovae, quasars. Classification of, and determination of physical properties of galaxies and cosmology are covered as well. Part two of two courses that complete the fundamental knowledge base for astronomy. 54 hours lecture.

## AUTOMOTIVE BODY TECHNOLOGY

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### 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 Collision Repair 4 units

*Prerequisite: None.*

Automotive collision damage repair theory and practical application with emphasis on the proper use of hand and power tools, spray equipment, refinishing materials, surface preparation, and shop safety awareness and practice. 36 hours lecture and 108 hours laboratory.

### AUB-51 - Automotive Non-Structural Collision Repair and Estimating 4 units

*Prerequisite: None. Advisory: AUB-50.*

Designed to teach students basic skills and processes to repair non-structural components of automotive bodies, as well as an introduction to writing estimates for the cost of labor and materials associated with the collision repair. 36 hours lecture and 108 hours laboratory.

### AUB-52 - Automotive Refinishing and Paint 4 units

*Prerequisite: None. Advisory: AUB-50.*

Theory and practice in the art of automotive refinishing with emphasis on paint preparation, partial and complete vehicle painting, single and multiple stage paint application, color-sand and buffing. 36 hours lecture and 108 hours laboratory.

### AUB-53 - Automotive Collision Repair Special Projects 4 units

*Prerequisite: AUB-50.*

A special projects class for students who need in-depth experiences in a particular auto body discipline. Course provides students with an opportunity for additional skill and competency development within the subject matter. 36 hours lecture and 108 hours laboratory.

### AUB-54 - Automotive Structural Collision Repair and Frame 4 units

*Prerequisite: None.*

*Advisory: AUB-50.*

Theory and application of techniques associated with the repair of severe collision damage by measuring and straightening the various types of frame structures of modern vehicles. 36 hours lecture and 108 hours laboratory.

### AUB-55 - Automotive Advanced Refinishing and Custom Paint 4 units

*Prerequisite: AUB-52.*

Designed for students who have prior knowledge of automobile refinishing techniques. Course includes advanced refinishing techniques, procedures, and materials including multicolored schemes, air brush, pinstripes, candy and translucent finishes. 36 hours lecture and 108 hours laboratory.

### AUB-56 - Automotive Technology for the Automotive Collision Specialist 4 units

*Prerequisite: None.*

*Advisory: AUB-50.*

Designed to give the automotive collision repair technician basic knowledge of mechanical principles needed to properly complete all repairs after collision damage. Areas of emphasis consist of, but not limited to, electricity, brakes, suspension and steering, and air conditioning. 45 hours lecture and 81 hours laboratory.

### AUB-57 - Antique and Classic Auto Restoration and Fabrication 4 units

*Prerequisite: AUB-50.*

Processes and techniques for the restoration and fabrication of the exterior body of antique, classic and custom vehicles. Includes the theory and practice of metal shaping techniques, metal forming, metal shrinking and stretching, planishing as well as the design and utilization of paper patterns, molds, and bucks. 36 hours lecture and 108 hours laboratory.

### AUB-59A - Automotive Refinishing Service and Repair 2 units

*Prerequisite: AUB-50.*

Principles of service and repair procedures relating to an automotive collision repair program with emphasis on structural and non-structural collision repair laboratory experience. 108 hours laboratory.

### AUB-59B - Automotive Collision Service and Repair 2 units

*Prerequisite: AUB-52.*

Principles of service and repair procedures relating to an automotive collision repair program with emphasis on refinishing and paint repair laboratory experience. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## **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 (Maintenance and Light Repair) 4 units**

*Prerequisite: None.*

This course presents the fundamentals of Ford Electrical system description, operation, diagnostic and repair. It includes the service of the starting, charging, battery, and chassis electrical systems. Additionally, this course emphasized the use of Ford specific methods and special equipment to diagnose and troubleshoot electrical system malfunctions. 54 hours lecture and 54 hours laboratory.

#### **AUT-41 - Ford Advanced Electronics MLR 4 units**

*Prerequisite: AUT-40 or successful completion of the Electrical Diagnosis and Repair Ford Mastery Exam.*

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 vehicles and to enable the students to diagnose and repair today's computer laden vehicles. 54 hours lecture and 54 hours laboratory.

**AUT-42 - Ford Heating and Air Conditioning MLR 4 units**

*Prerequisite: AUT-40 or completion of the Electrical course work at any Ford/Lincoln Dealership.*

This course presents Ford climate control system operation and repair. 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. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**AUT-43 - Ford Automotive Brakes MLR 4 units**

*Prerequisite: AUT-40 or completion of the Electrical course work at any Ford/Lincoln Dealership*

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 Fords test methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-44 - Ford Alignment, Steering and Suspension MLR 4 units**

*Prerequisite: AUT-40 or completion of the Electrical course work at any Ford/Lincoln Dealership.*

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. 54 hours lecture and 54 hours laboratory.

**AUT-45 - Ford Automotive Chassis Systems MLR 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. 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 technology with emphasis being placed upon component identification, basic functions, minor maintenance and service. 63 hours lecture and 27 hours laboratory. (Letter Grade or Pass/No Pass option.)

**AUT-51A - Internal Combustion Engines Rebuilding, Gas and Diesel (Upper End) 4 units**

*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 Rebuilding, Gas and Diesel (Lower End) 4 units**

*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 Systems 4 units**

*Prerequisite: AUT-50.*

Theory and principles of automotive tune-up procedures and electrical systems with emphasis placed upon entry level training. Methods of troubleshooting and diagnosis in base engine, starting, charging, ignition, fuel, and electrical systems. 45 hours lecture and 81 hours laboratory.

**AUT-52B - Automotive Tune-up and Emission Controls 4 units**

*Prerequisite: AUT-52A and 54 or Current ASE certification in A6 (Electrical Systems) and Current ASE certification in A8 (Engine Performance) or one year full-time paid professional experience in engine performance.*

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**

*Corequisite: Concurrent enrollment in or prior completion of AUT- 50.*

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 Transmission/Transaxles 4 units**

*Prerequisite: AUT-50.*

Theory and principles of operation of the automobile automatic transmissions and transaxles with emphasis on trouble diagnosis, complete disassembly, repair and reassembly. 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 4 units***Prerequisite: AUT-52A and AUT-54, 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. 45 hours lecture and 81 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.**Limitation on enrollment: 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. (Letter Grade or Pass/No Pass option.)

**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 - GM 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:* AUT-81.

*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 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. 18 hours lecture. (Letter Grade or Pass/No Pass option.)

**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. 18 hours lecture and 27 hours laboratory.

**AUT-95 - Introduction to Hybrid and Electric Vehicle Technology** **3 units**

*Prerequisite:* AUT-50

*Advisory:* AUT-54 or ASE A6 Certification.

Explores the use of Hybrid and Electric battery power for vehicle transportation. Topics will include: Safety when working with high voltage, hybrid and electric vehicle drive systems, battery technology, and peripheral systems used on hybrid and electric vehicles. Hybrid generation systems, Electric vehicle applications and their integrated systems from many manufactures will be discussed. Hybrid and electric vehicle service and maintenance procedures will be covered. 36 hours lecture and 54 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. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## 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. (Letter Grade or Pass/No Pass option.)

**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

<b>BIOLOGY COURSE MODIFICATIONS EFFECTIVE 18-19 ACADEMIC YEAR</b>		
PREVIOUS COURSE NUMBER	UPDATED COURSE NUMBER	UPDATED TITLE
AMY-10	BIO-45	Survey of Human Anatomy and Physiology
AMY-2A	BIO-50A	Anatomy and Physiology I
AMY-2B	BIO-50B	Anatomy and Physiology II
BIO 30	BIO-16	Human Reproduction and Sexual Behavior
BIO-11	BIO-60	Introduction to Molecular and Cellular Biology
BIO-11H	BIO-60H	Honors Introduction to Molecular and Cellular Biology
BIO-12	BIO-61	Introduction to Organismal and Population Biology
BIO-17	BIO-4	Human Biology
BIO-2A	BIO-2	Zoology
BIO-30	BIO-16	Human Reproduction
BIO-34	BIO-18	Human Genetics
BIO-36	BIO-19	Environmental Science
MIC-1	BIO-55	Microbiology

### BIO-1 - General Biology

**4 units**

UC\*, CSU

*Prerequisite: None.*

Introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

### BIO-1H - Honors General Biology

**4 units**

UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

The course is designed for the non-science major. Students will explore the basic principles of biology, with particular emphasis on the molecular and cellular basis of life as well as genetics, development, evolution and ecology. Discussions on the philosophy, unifying concepts and applications/implications of biology will be included. The Honors course offers an enriched experience for accelerated students through smaller class size; a focus on the evidentiary basis of biological models; and the application of higher level critical thinking skills. Moreover, a thematic/concept-based approach to the course material will be used rather than the traditional topic-based, survey format. The laboratory component will involve completion of directed research projects that culminate in the submission and presentation of research papers, oral presentations and/or poster presentations in the appropriate scientific format. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

### BIO-2 - Zoology

**5 units**

CSU

*Prerequisite: None Advisory: BIO-1 or BIO-5 or BIO-6 or BIO-7 or BIO-61 or CHE-1A or CHE-1AH*

An intensive study of the Animal Kingdom for all life science majors, designed to prepare students for upper-division courses in organismal biology, zoology, ecology, pre-veterinary, pre-medical and scientific research fields. Emphasizes comparative animal structure, function, behavior, evolutionary history, classification, and ecology. 54 hours lecture and 108 hours laboratory.

### BIO-2A - Invertebrate Zoology

**5 units**

UC, CSU

*Prerequisite: None.*

This is a science-majors intensive study of invertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory.

### BIO-2B - Vertebrate Zoology

**5 units**

UC, CSU

*Prerequisite: None. Advisory: BIO-2A.*

This is a science-majors intensive study of vertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory. 54 hours lecture and 108 hours laboratory.

### BIO-3 - Field Botany

**4 units**

UC, CSU

*Prerequisite: None.*

Introduction to the classification of native and introduced plants, with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory.

### BIO-4 - Human Biology (Formerly BIO-17)

**4 units**

UC, CSU

*Prerequisite: None.*

A non-major introductory course in biology which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory.

### BIO-5 - General Botany (C-ID AG-PS104)

**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 non-majors and 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.*

Introduction to the structure, function, behavior, ecology and evolution of major invertebrate and vertebrate animal groups. Designed for the non-science major as a survey of animal biology. 54 hours lecture and 54 hours laboratory.

**BIO-7 - Marine Biology****4 units**  
UC, CSU*Prerequisite: None.*

An ecological study of the marine environment. Emphasis will be placed on the local marine algae, 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 evolution and natural selection, climate and other abiotic factors population growth and genetics, community interactions, species diversity, biogeography, and biome recognition. Human impacts on the above will also be discussed. This course requires field trips. 54 hours lecture and 54 hours laboratory.

**BIO-9 - Introduction to the Natural History of Southern California****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the identification, description, and adaptations of plant and animal species found in southern California. Examples of habitat types that will be covered include local mountains, deserts, and coastal marine ecosystems. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, what types of organisms are found in these varying habitats, and how southern California compares to other regions of biologic interest. 36 hours lecture and 54 hours laboratory.

**BIO-10 - Life Science Principles****3 units**  
UC\*, CSU*Prerequisite: None.*

For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1 or 1H. 54 hours lecture.

**BIO-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**  
UC, 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-16 - Human Reproduction and Sexual Behavior (Formerly BIO-30)****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, sexually transmitted diseases, sex education, and sexual intercourse and response. 54 hours lecture.

**BIO-18 - Human Genetics (Formerly BIO-34)****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 and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture.

**BIO-19 - Environmental Science (Formerly BIO-36)****3 units**  
UC\*, CSU*Prerequisite: None.*

A study of humans in relation to the environment, that emphasizes population ecology, nutrient cycles and energy flow, pollution, food production and conservation of natural resources. 54 hours lecture.

**BIO-20 - Plants and Human Affairs****3 units**  
UC, CSU*Prerequisite: None.*

A history of the use and management of plants and fungi by humans. Agricultural, culinary, medicinal, cultural, technological, and horticultural uses of plants will be covered. Plants, fungi, and their products will be examined in lecture and laboratory activities including field trips. 36 hours lecture and 54 hours laboratory.

**BIO-31A - Regional Field Biology Studies****1 unit**  
CSU*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 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 is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 108 hours laboratory.

**BIO-31C- Regional Field Studies - Neotropics****3 units**  
CSU*Prerequisite: None*

A field biology course that offers field trips and excursions to neotropical points of biologic interest. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.

**BIO-31D - Regional Field Studies - Eurasia****3 units**  
CSU*Prerequisite: None*

A field biology course that offers field trips and excursions to points of biologic interest in Eurasia. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.

**BIO-31E : Regional Field Studies - South America****3 units**  
CSU*Prerequisite: None*

A field biology course that offers field trips and excursions to points of biologic interest in South America. A study of the unique environmental conditions in South America, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.

**BIO-35: Health Science****3 units****(Same as HES-1)**

CSU

*Prerequisite: None.*

A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

**BIO-40 - Biometrics****4 unit**  
UC, CSU*Prerequisite(s): MAT-35.**Advisory: BIO-1 or 1H.*

Applied statistical analysis of biological data. The understanding, interpretation, and performance of data analysis in a research context. 54 hours lecture and 54 hours laboratory.

**BIO-45 - 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.

**BIO-50A - Anatomy and Physiology I****4 units**  
UC, CSU**(Formerly AMY-2A)****(C-ID BIOL 115S=AMY-2A + AMY-2B)***Prerequisite: BIO-1 or 1H or 4 or 55 or 60 or 60H.*

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.

**BIO-50B - Anatomy and Physiology II****4 units**  
UC, CSU**(Formerly AMY-2B)****(C-ID BIOL 115S=BIO-50A + BIO-50B)***Prerequisite: BIO-50A.*

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive organ systems. 36 hours lecture and 108 hours laboratory.

**BIO-55 - Microbiology****4 units**  
UC, CSU**(Formerly MIC-1)***Prerequisite: CHE-2A, 2B or 3 and one of the following: BIO-1, 1H, 50A, 60, or 60H.*

General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

**BIO-60 - Introduction to Molecular and Cellular Biology****5 units****(Formerly BIO-11)**

UC\*, CSU

**(C-ID BIOL 190) (C-ID BIOL 135S = BIO 60 + BIO 61 )***Prerequisite: CHE-1A or 1AH.**Advisory: MAT-35, and ENG-50 or 80 or qualifying placement level.*

An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division, signal transduction, early animal development and its control, classical and molecular genetics, evolution and diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory.

**BIO-61 - Introduction to Organismal and Population Biology (Majors)****5 units****(Formerly BIO-12)**

UC\*, CSU

**(C-ID BIOL 140) (C-ID BIOL 135S = BIO 60 + BIO 61 )***Prerequisite: BIO-60 or 60H.*

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-60, is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory.

**BIO-85 - Special Topics in Biology****1 unit**  
CSU*Prerequisite: None.**Limitation on enrollment: Intended for students who are involved in faculty-led research or other projects.*

Provides a foundation for conducting research and/or activities in the biological sciences with emphasis on the scientific method. Focuses on procedures and protocols appropriate for literature reviews, laboratory and field studies including equipment use and maintenance, field and lab safety procedures, and addressing ethical concerns in biological research. 54 hours laboratory.

**BLACK STUDIES**

See Ethnic Studies

**BUSINESS ADMINISTRATION****BUS-3 - Computer Applications for Business****3 units**  
CSU**(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****(C-ID BUS 110)****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-10H - Honors Introduction to Business****(C-ID BUS 110)****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. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both BUS-10 and BUS-10H. 54 hours lecture.

**BUS-12 - Opportunity Analysis for Entrepreneurs****2 units**  
CSU*Prerequisite: None.*

This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. 36 hours lecture.

**BUS-13 - Developing a Successful Business Plan/Model****2 units**  
CSU*Prerequisite: None.*

This course provides a systematic process for developing a business plan or model. It establishes a clear road map for clarifying a vision for a business and the strategic, tactical, and operational plans and/or model to move ideas into action. Students further along in the planning and research process will work through the major components of writing a business plan and/or model and emerge with a completed draft of a business plan/model. 36 hours lecture.

**BUS-14 Social Media and Online Marketing for Entrepreneurs****3 units**  
CSU*Prerequisite: None.*

This course introduces social media and online marketing tools for small businesses. Topics include social networking online marketing channels, and creating an online presence for small business. 54 hours lecture.

**BUS-15 - Street Law: An Introduction to Law and Legal Issues****3 units**  
CSU*Prerequisite: None.*

The evaluation, debate, and critical analysis of law and legal issues that affect individuals, their families, and communities. Students will learn about practical aspects of civil, criminal, constitutional, family, immigration, and consumer law in a diverse society with an orientation toward civic involvement in the local community. 54 hours lecture.

**BUS-18A - Business Law I****(C-ID BUS 125)****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**  
CSU*Prerequisite: None.*

An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture.

**BUS-22 - Management Communications****3 units**  
CSU*Prerequisite: None. Advisory: CAT-30.*

Examines the dynamics of organizational communication including a cross cultural emphasis. Practical experience is attained in verbal, non-verbal and interpersonal communication. Includes business report writing, letter writing, and resume writing. 54 hours lecture.



**BUS-24 - Business Communication** 3 units  
(C-ID BUS 115) CSU

*Prerequisite: ENG-1A or 1AH.*

Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture.

**BUS-30 – Entrepreneurship: Foundations and Fundamentals** 3 units  
CSU

*Prerequisite: None.*

An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, 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, international 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.*

Problems of marketing in the international marketplace and how marketers approach and solve them. Focus on concepts and principles by teaching the theory and practice of international marketing, including: 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. (Letter Grade, or Pass/No Pass option.)

**BUS-47 - Applied Business and Management Ethics** 3 units  
(Same as MAG-47) CSU

*Prerequisite: None.*

An examination of ethical concerns in business decision making. Includes

corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-48 - International Management** 3 units  
CSU

*Prerequisite: None.*

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 Electronic-Commerce** 3 units  
CSU

*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. (Letter Grade, or Pass/No Pass option.)

**BUS-53 - Introduction to Personal Finance** 3 units  
CSU

*Prerequisite: None.*

An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs, and personal investing. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**BUS-58 - Marketing the Virtual Office** 3 units  
CSU

*Prerequisite: None.*

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 lecture. (Letter Grade or Pass/No Pass option)

**BUS-67 - Business Practices for Photographers** 3 units  
(Same as PHO-67) CSU

*Prerequisite: None.*

This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture.

**BUS-70 - Introduction to Organization Development** 3 units  
(Same as MAG-70) CSU

*Prerequisite: None. Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)



**BUS-71 - Introduction to Productivity Management** 3 units  
(Same as MAG-71) CSU*Prerequisite: None. Advisory: MAG-44 and BUS/MAG-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** 3 units  
(Same as MAG-72) CSU*Prerequisite: None.**Advisory: BUS-20 and BUS/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 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. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## CHEMISTRY

**CHE-1A - General Chemistry, I** 5 units  
(C-ID CHEM 110) UC, CSU**(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH)***Prerequisite: CHE-2A or CHE-3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE- 1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1AH - Honors General Chemistry, I** 5 units  
(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH) UC, CSU*Prerequisite: CHE-2A or CHE-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. (Letter Grade, or Pass/No Pass option.)

**CHE-1B - General Chemistry, II** 5 units  
(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH) 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. (Letter Grade, or Pass/No Pass option.)

**CHE-1BH - Honors General Chemistry, II** 5 units  
(C-ID CHEM 120S=CHE-1A/1AH + CHE-1B/1BH) 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. (Letter Grade, or Pass/No Pass option.)

**CHE-2A - Introductory Chemistry, I** 4 units  
UC\*, CSU*Prerequisite: MAT-52.*

Introduction to the nature of chemicals, their properties, chemical bonding, reactions and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-2B - Introductory Chemistry, II****4 units**  
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. (Letter Grade, or Pass/No Pass option.)

**CHE-3 - Fundamentals of Chemistry****4 units**  
UC\*, CSU*Prerequisite:* MAT-52.

A systematic presentation of the chemical, mathematical, and laboratory skills underlying chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-10 - Chemistry for Everyone****3 units**  
UC\*, CSU*Prerequisite:* None.

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CHE-12A - Organic Chemistry, I****(C-ID CHEM 160S=CHE-12A + CHE-12B)****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 laboratory. (Letter Grade, or Pass/ No Pass option.)

**CHE-12B - Organic Chemistry, II****(C-ID CHEM 160S=CHE-12A + CHE-12B)****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. (Letter Grade, or Pass/No Pass option.)

**CHE-17 - Introduction to the Development of Modern Science****3 units**  
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. (Letter Grade, or Pass/ No Pass option.)

**CHICANO STUDIES**

See Ethnic Studies

**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

The number one skill requested of employers is effective communication skills! Communication Studies is considered one of the Top 5 Majors at four year universities so consider the Associate in Arts in Communication Studies for Transfer degree (See p. 68). If you are transferring to a CSU, your Critical Thinking Requirement (Area A3) can be met by COM-2 or COM-3.

### COM-1 - Public Speaking 3 units (C-ID COMM 110) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and 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 (C-ID COMM 110) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and 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 (C-ID COMM 190) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and 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 (C-ID COMM 120) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and 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 (C-ID COMM 140) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and 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 (C-ID COMM 170) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and 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 (C-ID COMM 130) UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and 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**  
(C-ID COMM 130)      UC, CSU

*Prerequisite: None. Advisory: COM-51 and 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 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**  
(C-ID COMM 150)      UC, CSU

*Prerequisite: None. Advisory: COM-51 and qualification for ENG-1A.*

This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**COM-13 - Gender and Communication**      **3 units**  
UC, CSU

*Prerequisite: None. Advisory: COM-51 and 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 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-20 - Introduction to Communication Theory**      **3 units**  
(C-ID COMM 180)      UC, CSU

*Prerequisite: None.*

*Advisory: COM-51 and/or qualification for ENG-1A.*

A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 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.)

**COM-85A - Communication Studies Clinic**      **.5 unit**

*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of communication skills (i.e. management of communication apprehension, perception checking, "I language," emotion management, oral presentation preparation and practice). Self- paced, open-entry/open-exit, with a non-traditional lectured-based component. The course requires students to do the majority of their coursework independently. Each student will follow a series of modules based on his/her targeted need. Students meet with their instructor in the Center for Communication Excellence for identifying targeted need 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) (Non-degree credit course. Pass/No Pass only.)

**COM-85B - Communication Studies Clinic II**      **1 unit**

*Prerequisite: None.*

Intended for students who need extended and/or continued concentrated attention in various areas of communication skills (i.e. management of communication apprehension, perception checking, "I language," emotion management, oral presentation preparation and practice). Self-paced, open-entry/open-exit, with non- traditional lectured-based component. The course requires students to do the majority of their coursework independently. Each student will follow a series of modules based on his/her targeted need. Students meet with their instructor in the Center for Communication Excellence for identifying targeted need and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)



**COM-89 - Intramural Competition****.5 units**  
CSU*Prerequisite: None**Limitation on Enrollment: Audition on or before the first class meeting is required to approve participation.*

Participation in the Communication Studies Bi-Annual Intramural Speaking Competition. An opportunity to prepare, practice, present and reflect upon competitor experience in the event. Participation may include a presentation in one or more of the following categories: Informative Speaking, Persuasive Speaking, Interpersonal Communication presentation, Small Group presentation, Intercultural presentation, Oral Interpretation presentation, Storytelling presentation and/or Argumentation and Debate presentation. 9 hours lecture. (Pass/No Pass option)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

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**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/CIS-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.**Advisory: Keyboarding skills or CAT-53 and CAT-34A or CIS-34A or familiarity with Microsoft Word.*

Examines the mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. CAT-30A is equivalent to the first third of CAT-30. 18 hours lecture.

**CAT-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-34A - Introduction to Word  
(Same as CIS-34A)****1.5 units**  
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.)

**CAT-36A - Legal Office Procedures I****3 units**  
CSU*Prerequisite: None.**Advisory: Typing skills or familiarity with Microsoft 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****3 units**  
CSU*Prerequisite: None.**Advisory: CAT/CIS-36A or familiarity with Microsoft Word or Corel WordPerfect and CAT-36A.*

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****3 units**  
CSU*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****3 units**  
CSU*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 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** **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 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/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)

**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-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-61 - Professional Office Procedures** **3 units***Prerequisite: None.**Advisory: CAT/CIS/BUS-3, and CAT-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 for alphabetic, 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. (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)

**CAT-78B - Advanced Adobe Photoshop** **3 units****(Same as CIS-78B)**

CSU

*Prerequisite: CAT/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.)

**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. Development of 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.)

<p><b>CAT-80 - Word Processing: Microsoft Word for Windows</b> <b>3 units</b>  <b>(Same as CIS-80)</b> <b>CSU</b>  <i>Prerequisite: None.</i>  <i>Advisory: Typing knowledge/skills with at least 40 wpm.</i>            This course provides introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word, a word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)</p>	<p><b>CAT-95A - Introduction to Internet</b> <b>1.5 units</b>  <b>(Same as CIS-95A)</b> <b>CSU</b>  <i>Prerequisite: None.</i>            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.</p>
<p><b>CAT-81 - Introduction to Desktop Publishing using Adobe InDesign</b> <b>3 units</b>  <b>(Same as CIS-81)</b> <b>CSU</b>  <i>Prerequisite: None.</i>            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.)</p>	<p><b>CAT-98A - Introduction to Excel</b> <b>1.5 units</b>  <b>(Same as CIS-98A)</b> <b>CSU</b>  <i>Prerequisite: None.</i>            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.)</p>
<p><b>CAT-84 - Word Processing: WordPerfect for Windows</b> <b>3 units</b>  <b>(Same as CIS-84)</b>  <i>Prerequisite: None.</i>  <i>Advisory: Typing knowledge/skills with at least 40 wpm.</i>            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)</p>	<p><b>CAT-98B - Advanced Excel</b> <b>1.5 units</b>  <b>(Same as CIS-98B)</b> <b>CSU</b>  <i>Prerequisite: CAT/CIS-98A.</i>            Advanced concepts of MS-Excel including managing large spread- sheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CAT-90 - Microsoft Outlook</b> <b>3 units</b>  <b>(Same as CIS-90)</b>  <i>Prerequisite: None.</i>            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.)</p>	<p><b>CAT-200 - Computer Applications and Office Technology Work Experience</b> <b>1-2-3-4 units</b>  <b>CSU*</b>  <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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)</p>
<p><b>CAT-91 - Microsoft Project</b> <b>3 units</b>  <b>(Same as CIS-91)</b>  <i>Prerequisite: None.</i>            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)</p>	
<p><b>CAT-93 - Computers for Beginners</b> <b>3 units</b>  <b>(Same as CIS-93)</b> <b>CSU</b>  <i>Prerequisite: None.</i>            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.)</p>	

## COMPUTER INFORMATION SYSTEMS

### CIS-1A - Introduction to Computer Information Systems

3 units

(C-ID ITIS 120)

UC, CSU

*Prerequisite: None.*

Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 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.*

The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 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-4 - Practical Computer Security

3 units

CSU

*Prerequisite: None.*

Introductory course in computer security. Provides awareness for computer users to protect user accounts and computer systems from attacks. Projects illustrate the security software and hardware configuration. 54 hours lecture and 18 hours laboratory.

### CIS-5 - Programming Concepts and Methodology I: C++

4 units

(Same as CSC-5) (C-ID COMP 122)

UC, CSU

*Prerequisite: None. Advisory: CIS-1A.*

Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

### CIS-7 - Discrete Structures

3 units

(Same as CSC-7) (C-ID COMP 152)

UC, CSU

*Prerequisite: CIS/CSC-5.*

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option)

### CIS-11 - Computer Architecture and Organization: Assembly

3 units

(Same as CSC-11) (C-ID COMP 142)

UC, CSU

*Prerequisite: None. Advisory: CIS/CSC-5.*

An introduction to microprocessor architecture and assembly language programming. The relationship between the hardware and the software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA 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 - Programming Concepts and Methodology II: C++**      **3 units**  
(Same as CSC-17A) (C-ID COMP 132)      UC, CSU  
*Prerequisite: CIS/CSC-5.*  
The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA 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. (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. 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 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-21A - Linux Operating System Administration**      **3 units**  
(Same as CSC-21A)      CSU  
*Prerequisite: None.*  
*Advisory: CIS-1A or CIS/CSC-27.*  
This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam. 54 hours lecture. (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 - Information and Communication Technology Essentials****3 units**  
CSU**(Same as CSC-25)***Prerequisite: None. Advisory: CIS-1A.*

This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26A - Cisco Networking Academy 1A****4 units**  
CSU*Prerequisite: None. Advisory: CIS-1A, CIS-21, CSC-21 or CIS-25*

The architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. By the end of the course students will be able to build simple networks, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for the CompTIA A+ and Cisco Certified Network Technician (CCENT) certification exam. This course is the 1st of 4 courses in the Cisco CCNA Routing and Switching Curriculum. 72 hours lecture. (Letter Grade, or Pass/No Pass option)

**CIS-26B - Cisco Networking Academy 1B****4 units**  
CSU*Prerequisite: CIS-26A.*

The architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course students will be able to configure and troubleshoot routers and switches and resolve common issues with static route, RIPv2, virtual LANs, NAT, ACL, DHCP, inter-VLAN routing in both IPv4 and IPv6 networks, and perform device discovery, management, and maintenance. This course is 2nd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and 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.*

Scaling Networks Describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, Multiarea OSPF, EIGRP, STP, EtherChannel, and VTP in both IPv4

and IPv6 networks. Students will also develop the knowledge and skills needed to implement Link Aggregation concepts in a small-to-medium network. This course is 3rd of four Cisco-related curricula designed to prepare students for Cisco Certified Network Technician (CCNT), and 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, ACLs. 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. 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**  
CSU**(Same as CSC-27)***Prerequisite: None.**Advisory: CIS-1A or 23.*

An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture.

**CIS-27A - Computer Forensics Fundamentals****3 units**  
CSU**(Same as CSC-27A)***Prerequisite: None.**Advisory: CIS/CSC-27.*

This course is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory.



**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: CIS/CAT-95A. Competency in the use of a computer and familiarity with the Internet.*

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: CIS/CAT-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 WebGraphics** **3 units****CSU***Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CIS/CAT-95A.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-61 - Introduction to Database Theory** **3 units****(Same as CSC-61)** **CSU***Prerequisite: None.*

This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-

scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-62 - Microsoft Access DBMS: Comprehensive** **3 units****(Same as CSC-62)** **CSU***Prerequisite: None.*

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 data sheets 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. (TBA option)

**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/CAT-95A.*

An introduction to webpage creation using Extensible Hypertext Markup Language (XHTML). Use XHTML and CSS to design and create webpages with formatted text, hyperlinks, lists, images, tables, frames and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.) (TBA option)

**CIS-72B - Intermediate Web Page Creation using Cascading Style Sheets (CSS)** **1.5 units****CSU***Prerequisite: None. Advisory: Knowledge of HTML and the Internet; CIS-72A and CIS/CAT-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 toXML****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**  
CSU*Prerequisite: None.**Advisory: CIS/CAT-95A and competency in the use of the Internet and in managing files and folders.*

This course 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. (TBA option)

**CIS-76B - Introduction to Dreamweaver** **3 units**  
CSU*Prerequisite: None.**Advisory: CIS/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.)

**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)

**CIS-78B - Advanced Adobe Photoshop** **3 units**  
(Same as CAT-78B) CSU*Prerequisite: CIS/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.)

**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)***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, a word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory.

**CIS-81 - Introduction to Desktop Publishing using Adobe InDesign** **3 units**  
CSU**(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 produce a variety of professional documents using WordPerfect for Windows, a word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours 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/CAT-98A.  
Advanced concepts of MS-Excel including managing large spread- sheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## COMPUTER SCIENCE

**CSC-2 - Fundamentals of Systems Analysis** 3 units  
(Same as CIS-2) CSU  
*Prerequisite:* None.

The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/ No Pass option.)

**CSC-5 - Programming Concepts and Methodology I: C++ (Same as CIS-5)** 4 units  
(C-ID COMP 122) UC, CSU  
*Prerequisite:* None. *Advisory:* CIS-1A.

Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

**CSC-7 - Discrete Structures** 3 units  
(Same as CIS-7) (C-ID COMP 152) UC, CSU  
*Prerequisite:* CIS/CSC-5.

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: Functions, Relations and Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option)

**CSC-11 - Computer Architecture and Organization: Assembly** 3 units  
(Same as CIS-11) (C-ID COMP 142) UC, CSU  
*Prerequisite:* None. *Advisory:* CIS/CSC-5.

An introduction to microprocessor architecture and assembly language programming. The relationship between the hardware and the software will be examined in order to understand the interaction between a program and the total system. Mapping of statements and constructs in a high-level language onto sequences of machine instructions is studied as well as the internal representation of simple data types and structures. Numerical computation is performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA 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 and 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-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.)

<b>CSC-17A - Programming Concepts and Methodology II: C++</b> <b>(Same as CIS-17A) (C-ID COMP 132)</b> Prerequisite: CIS/CSC-5.	<b>3 units</b> UC, CSU	<b>CSC-20 - Systems Analysis and Design</b> <b>(Same as CIS-20)</b> Prerequisite: CIS/CSC-2. <i>Advisory: Students should have a working knowledge of MS Access.</i>	<b>3 units</b> CSU
The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object- Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)		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 laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)	
<b>CSC-17B - C++ Programming: Advanced Objects</b> <b>(Same as CIS-17B)</b> Prerequisite: None. Advisory: CIS/CSC-17A.	<b>3 units</b> UC, CSU	<b>CSC-21 - Introduction to Operating Systems</b> <b>(Same as CIS-21)</b> Prerequisite: CIS-1A.	<b>3 units</b> CSU
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.)		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.)	
<b>CSC-17C - C++ Programming: Data Structures</b> <b>(Same as CIS-17C)</b> Prerequisite: None. Advisory: CIS/CSC-17A.	<b>3 units</b> UC, CSU	<b>CSC-21A - Linux Operating System Administration</b> <b>(Same as CIS-21A)</b> Prerequisite: None. Advisory: CIS-1A or 27.	<b>3 units</b> CSU
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.)		This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)	
<b>CSC-18A - Java Programming: Objects</b> <b>(Same as CIS-18A)</b> Prerequisite: None. Advisory: CIS/CSC-5.	<b>3 units</b> UC, CSU	<b>CSC-25 - Information and Communication Technology Essentials</b> <b>(Same as CIS-25)</b> Prerequisite: None. Advisory: CIS-1A.	<b>3 units</b> CSU
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.)		This course provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry- level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)	
<b>CSC-18B - Java Programming: Advanced Objects</b> <b>(Same as CIS-18B)</b> Prerequisite: None. Advisory: CIS/CSC-18A.	<b>3 units</b> UC, CSU	<b>CSC-27 - Information and Network Security</b> <b>(Same as CIS-27)</b> Prerequisite: None. Advisory: CIS-1A or CIS-23	<b>3 units</b> CSU
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.)		An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture.	
<b>CSC-18C - Java Programming: Data Structures</b> <b>(Same as CIS-18C)</b> Prerequisite: None. Advisory: CIS/CSC-18A.	<b>3 units</b> UC, CSU		
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-27A - Computer Forensics Fundamentals** **3 units**  
(Same as CIS-27A) **CSU**

*Prerequisite: None. Advisory: CIS-27.*

This course is an introduction to the methods used to properly conduct a computer forensics investigation beginning with a discussion of ethics, while mapping to the objectives of the International Association of Computer Investigative Specialists (IACIS) certification. Topics covered include an overview of computer forensics as a profession; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory.

**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.*

Database design and development using modern "Entity-Relationship" techniques, including data structures, performance, data validation, security and failure recovery techniques. 54 hours lecture and 18 hours laboratory.

**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. (TBA option)

**CSC-63 - Introduction to Structured Query Language (SQL)** **3 units**  
(Same as CIS-63)

*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-select Cosmetology as the major.
2. Apply via MyPortal using the Cosmetology Application Form 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 \$4000 for the total program.
  - b) Manicuring and Pedicuring - approximately \$1000 for the total program.
  - c) Esthetician - approximately \$4000 for the total program.

For more information go to [www.academic.rcc.edu/cosmetology](http://www.academic.rcc.edu/cosmetology)

**COS-1A-Introduction to Cosmetology Level I** **3 units**

*Prerequisite: None*

An introduction to beginning cosmetology concepts, including California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. Theory subjects include California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. 54 hours lecture.

**COS-1B-Introduction to Cosmetology Level II** **3 units**

*Prerequisite: COS-1A.*

An introduction to beginning cosmetology concepts, Cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: Cosmetology communication skills, general anatomy and physiology, basics of electricity, OSHA health and safety, basics of cosmetology chemistry. 54 hours lecture.

**COS-1C-Cosmetology Business Concepts** **1 unit**

*Prerequisite: None. Corequisite: COS-1B*

Cosmetology Business Concepts, Cosmetology related business skills, employment, and interviewing, and on the job skills. 18 hours lecture.

**COS-10A - Level I Hairstyling Concepts I** **3 units**

*Prerequisite: None. Corequisite: COS-1A*

An introduction to beginning cosmetology concepts, Level I Hairstyling. Theory subjects include: Level I hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level I wet hairstyling, and Level I thermal hairstyling. 36 hours lecture and 54 hours laboratory.



**COS-10B - Level II Hairstyling Concepts 3 units**

*Prerequisite:* COS-10A. *Corequisite:* COS-1B.

The second course in an introduction to beginning cosmetology concepts, Level II Hairstyling. Theory subjects include: Level II hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level II wet hairstyling, and Level II thermal hairstyling. 36 hours lecture and 54 hours laboratory.

**COS-10C-Level III Hairstyling Concepts 2 units**

*Prerequisite:* COS-10B.

The third course as an advanced introduction to cosmetology concepts, Level III Hairstyling. Theory subjects include: Level III hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level III wet hairstyling, and Level III thermal hairstyling. 18 hours lecture and 54 hours laboratory.

**COS-20A-Level I Chemical Texture Concepts 3 units**

*Prerequisite:* None. *Corequisite:* COS-1A.

An introduction to beginning cosmetology concepts, Level I chemical straightening, soft perm, and health and safety in chemical texture services. Laboratory practices include: Health and safety practice, Level I permanent waving, chemical straightening, and soft perms. 36 hours lecture and 54 hours laboratory.

**COS-20B-Level II Chemical Texture Concepts 3 units**

*Prerequisite:* COS-20A. *Corequisite:* COS-1B.

Advanced introduction to Level II cosmetology concepts, Level II Chemical Texture. Theory subjects include Level II chemical texture services such as permanent waving, chemical straightening, soft perm, and health and safety in chemical texture services. Laboratory practices include health and safety practices, Level II permanent waving, chemical straightening, and soft perms. 36 hours lecture and 54 hours laboratory.

**COS-30A-Level I Haircutting Concepts 2 units**

*Prerequisite:* None. *Corequisite:* COS-1A.

An introductory course in cosmetology haircutting techniques and concepts. The course has a lecture and laboratory which covers introductory Level I Haircutting, and health and safety practices in haircutting. 18 hours lecture and 54 hours laboratory.

**COS-30B-Level II Haircutting Concepts 2 units**

*Prerequisite:* COS-30A. *Corequisite:* COS-1B.

This is the second course in cosmetology haircutting techniques and concepts. The lecture and lab component covers expanded theory and application of Level II cosmetology haircutting concepts. This course has a lecture and laboratory which expands on haircutting theory, as well as health and safety in cosmetology haircutting practices. 18 hours lecture and 54 hours laboratory.

**COS-30C-Level III Haircutting Concepts 1.50 units**

*Prerequisite:* COS-30B.

This is the third course in cosmetology haircutting techniques and concepts. The lecture and lab component continues to expand theory and application of Level III cosmetology haircutting concepts. This course has a lecture and laboratory which expands on haircutting theory, as well as health and safety in cosmetology haircutting practices. 9 hours lecture and 54 hours laboratory.

**COS-40A-Level I Hair coloring and Bleaching Concepts 3 units**

*Prerequisite:* None. *Corequisite:* COS-1A.

An introduction to beginning cosmetology concepts, Level I Haircoloring and Bleaching. Theory subjects include Level I haircoloring and bleaching techniques such as haircoloring, bleaching, and health and safety in haircoloring and bleaching services. Laboratory practices include health and safety practices, Level I haircoloring, and bleaching. 36 hours lecture and 54 hours laboratory.

**COS-40B-Level II Haircoloring and Bleaching Concepts 3 units**

*Prerequisite:* COS-40A. *Corequisite:* COS-1B.

Level II haircoloring and bleaching cosmetology concepts, Level II haircoloring and Bleaching. Theory subjects include Level II techniques such as haircoloring and bleaching, health and safety in haircoloring, and bleaching services. Laboratory practices include health and safety practices, Level II haircoloring, and bleaching: 36 hours lecture and 54 hours laboratory.

**COS-57A-Level I Skin Care Concepts 2.5 units**

*Prerequisite:* None. *Corequisite:* COS-1A.

An introduction to beginning cosmetology concepts, Level I Skin Care. Theory subjects include: Level I skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level I skin care. 36 hours lecture and 27 hours laboratory.

**COS-57B-Level II Skin Care Concepts 2 units**

*Prerequisite:* COS-57A. *Corequisite:* COS-1B.

Level II skin care concepts, Level II Skin Care. Theory subjects include: Level II skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level II skin care. 27 hours lecture and 27 hours laboratory.

**COS-57C-Level III Skin Care Concepts 8 units**

*Prerequisite:* COS-57B.

Level III skin care concepts, Level III Skin Care. Theory subjects include: Level III skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level III skin care. 108 hours lecture and 108 hours laboratory.

**COS-60A - Beginning Cosmetology Concepts 11 units**

*Prerequisite:* None.

*Limitation on enrollment:* Enrollment in the Cosmetology Program.

An introduction to beginning cosmetology concepts, California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences, and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level I hair care, skin care and nail care. Laboratory practices include: health and safety, level I hair care, skin care, and nail care. 144 hours lecture and 186 hours laboratory.

**COS-60B - Level II Cosmetology Concepts 10.5 units**

*Prerequisite:* COS-60A.

*Limitation on enrollment:* Enrollment in the Cosmetology Program.

Level II cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level II hair care, skin care and nail care. Laboratory practices include: health and safety, level II hair care, skin care, and nail care. 126 hours technical instruction and 204 hours laboratory.

**COS-60C - Level III Cosmetology Concepts 10 units***Prerequisite: COS-60B.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

Level III study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level III cosmetology related sciences, level III hair care, skin care, and nail care. Laboratory practices include: health and safety, hair care, skin care, and nail care. 108 hours technical instruction and 222 hours laboratory.

**COS-60D - Level IV Cosmetology Concepts 8 units***Prerequisite: COS-60C.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

Level IV study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level IV cosmetology related sciences, advanced level IV hair care, skin care and nail care. Laboratory practices include: health and safety, level IV hair care, skin care, and nail care. 54 hours lecture and 276 hours laboratory.

**COS-60E - Level V Cosmetology Concepts 8 units***Prerequisite: COS-60D.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

Level V study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: State licensing exam readiness, health and safety, business practices, level V cosmetology related sciences, advanced level V hair care, skin care and nail care. Laboratory practices include: health and safety, level V hair care, skin care, and nail care. 54 hours technical instruction and 276 hours laboratory.

**COS-60E1 - Level V Cosmetology Concepts 4 units***Prerequisite: COS-60A.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

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-60E1.**Limitation on enrollment: Enrollment in the Cosmetology Program.*

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-60F-Remedial Training Course .5 units***Prerequisite: None*

Remedial Training course pertinent to health and safety laws and regulations of the Board of Barbering and Cosmetology (Board). 9 hours lecture.

**COS-61A - Level I Cosmetology Instructor Concepts 7.5 units***Prerequisite: None.**Limitation on enrollment: Cosmetology license issued in the United States.*

An introduction to beginning cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic learning styles and principles, learning environments and teaching plans. Laboratory practices include: oral presentations, audio and visual aids, classroom observations. 54 hours of lecture/technical instruction and 246 hours laboratory.

**COS-61B - Level II Cosmetology Instructor Concepts 7.5 units***Prerequisite: COS-61A.*

Level II Cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic pedagogical classroom management and student assessments. Laboratory practices include: student clinical/laboratory observations, classroom presentations and classroom assessment observations. 54 hours lecture/technical instruction and 246 hours laboratory.

**COS-62A - Level I Esthetician Concepts 10 units***Prerequisite: None.**Limitation on enrollment: Enrollment in the Esthetician Program.*

An introduction to level I skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level I skin care. Laboratory practices include: health and safety, level I skin care. 113 hours lecture and 202 hours laboratory.

**COS-62B - Level II Esthetician Concepts 10 units***Prerequisite: COS-62A.**Limitation on enrollment: Enrollment in the Esthetician Program.*

Level II skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level II skin care. Laboratory practices include: health and safety, level II skin care. 113 hours lecture and 202 hours laboratory.

**COS-64A - Manicuring and Pedicuring A 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 B 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. 54 hours lecture/demonstration/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-70A-Level I Makeup and Hair Removal Concepts 3 units**

*Prerequisite:* None. *Corequisite:* COS-1A.

An introduction to beginning cosmetology concepts, Level I Make Up and Eyebrow Arching. Theory subjects include: Level I make up, eyebrow arching. Laboratory practices include: Level I make up, and eyebrow arching. 54 hours lecture and 27 hours laboratory.

**COS-70B-Level II Makeup and Hair Removal Concepts 3 units**

*Prerequisite:* COS-70A. *Corequisite:* COS-1B.

Level II Makeup and hair removal cosmetology concepts and Level II Make up and hair removal. Theory subjects include Level II make up and hair removal. Laboratory practices include Level II make up and hair removal. 45 hours lecture and 27 hours laboratory.

**COS-80A-Level I Nail Care Concepts 2 units**

*Prerequisite:* None. *Corequisite:* COS-1A.

An introduction to beginning nail care cosmetology concepts, Level I Nail Care. Theory subjects include: Level I nail care, and health and safety in nail care. Laboratory practices include: Level I nail care. 27 hours lecture and 27 hours laboratory.

**COS-80B-Level II Nail Care Concepts 3 units**

*Prerequisite:* COS-80A. *Corequisite:* COS-1B.

Level II Nail Care cosmetology concepts, Level II Nail Care. Theory subjects include: Level II Nail care, and health and safety in nail care. Laboratory practices include: Level II nail care. 36 hours lecture and 54 hours laboratory.

**COS-80C-Level III Nail Care Concepts 4 units**

*Prerequisite:* COS-80B.

Level III Nail Care cosmetology concepts, Level III Nail Care. Theory subjects include: Level III Nail care, and health and safety in nail care. Laboratory practices include: Level III nail care. 54 hours lecture and 54 hours laboratory

**COS-90A-Level I Clinic Floor Concepts 1 - 8 units**

*Prerequisite:* COS-1A, COS-10A, COS-20A, COS-30A, COS-40A, COS-57A, COS-70A, COS-80A.

An introduction to beginning cosmetology concepts, Level I Clinic Floor. Laboratory practices include: Level I Clinic floor. 56 to 448 hours assigned laboratory, (7 hours per week assigned laboratory).

**COS-90B-Level II Clinic Floor Concepts 2 - 8 units**

*Prerequisite:* COS-90A.

Level II Clinic floor cosmetology concepts, Level I Clinic Floor. Level II Clinic Floor. Laboratory practices include: Level II Clinic floor. Assigned laboratory 112 to 448 hours, (14 hours per week of assigned laboratory).

**COS-90C-Level III Clinic Floor Concepts 4 - 8 units**

*Prerequisite:* COS-90B.

Level III Clinic Floor cosmetology concepts, Level III Clinic Floor. Laboratory practices include: Level III Clinic Floor. Assigned laboratory: 224 to 448 hours (28 hours per week of assigned laboratory).

**COS-97A-Cosmetology Theory Exam Readiness Concepts .5 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.

Cosmetology Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture.

### **COS-97B-Cosmetology Practical Exam Readiness Concepts .5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.*  
Cosmetology Exam Readiness Practical subjects include: State licensing exam readiness, Cosmetology practical subject matter, and health and safety related to state licensing examination. 27 hours laboratory.

### **COS-98A-Esthetics Theory Exam Readiness Concepts .5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*  
Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture.

### **COS-98B-Esthetics Practical Exam Readiness Concepts .5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*  
Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. Laboratory practices include: Health and safety, and skin care. 27 hours laboratory.

### **COS-99A-Manicure Theory Exam Readiness Concepts .5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Manicure Licensing Examinations.*  
Manicurist Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture.

### **COS-99B-Manicure Practical Exam Readiness Concepts.5 units**

*Prerequisite: None.*

*Limitation on Enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*  
Manicurist Exam Readiness Laboratory practice includes: Health and safety, and nail care. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## **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](http://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. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.)

### **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. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.)

### **CUL-22 - Cake Decorating I 2 units**

*Prerequisite: None.*

Professional cake decorating 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 used in the presentation of these products. 27 hours lecture, and 27 hours laboratory.

### **CUL-23 - Advanced Cake Decorating 2 units**

*Prerequisite: CUL-22.*

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. 27 hours lecture and 27 hours laboratory.

### **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, crudités, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. 18 hours lecture and 54 hours laboratory. (Materials fee: \$65.)



**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-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 varieties 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 varieties. Students will learn to read a wine label and choose the best varieties and desired characteristics to compliment any food being served. Wines will be sampled during class. 36 hours lecture. (Materials fee: \$40.)

**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.)

**CUL 46 - Fundamentals of Baking and Pastry****8.5 units***Prerequisite: None.*

An introduction to the fundamental skills, concepts, and techniques of baking. Through lectures, demonstrations and lab work, this elementary baking course will cover the theory of safety and sanitation, purchasing and receiving, business and math skills, weights and measures, baking terminology, the use of hand tools and equipment found in the bakeshop, the exploration of baking and pastry ingredients and their functions. Students will gain a working knowledge of the major methods such as creaming, blending, foaming, meringues, precooked, cut-in, lamination, straight dough, custards, pies, tarts, cookies and brownies. This course covers the steps in the bread baking process, straight dough mixing method, sponge dough mixing method, shaping rolls and breads, sour dough starters, nutritional and specialty breads, and organic bread with an emphasis on artisan breads, enriched yeast breads and specialty breads. Emphasis will be placed on fundamental production techniques and evaluation of quality characteristics. Creaming method will be covered by the production of muffins and quick breads, also included will be bread variations with low sodium and sugar. 54 hours lecture and 297 hours lab.

**CUL 47 - Advanced Baking and Pastry****8.5 units***Prerequisite: CUL-46.*

Advanced baking and pastry will complete the two semester certificate program. This course introduces the basics of decorative work as applied to showpieces and special occasion cakes, students will have the opportunity to design and execute their own three-tier wedding cake as well as work on a special occasion cake and team wedding cake using gumpaste, pastillage, chocolate, or marzipan. Topics to be covered include fillings, icings, custards, mousses, and glazing techniques, along with a comparison of classical and modern dessert preparations and presentations. Sugar work such as pulled, blown, and poured will be covered, as will the use of tempered and modeling chocolate. This



course will focus on chocolate and confectionery technology, ingredient function, and the production of chocolates and confections in an artisan setting. Vital concepts in both theory and practice will include controlling the crystallization of fats and sugars, manipulating water and free water in centers, and understanding the mechanics of emulsions. Techniques include chocolate tempering methods, sugar cooking technique, hand dipping centers, and shell molding. This course will also cover frozen desserts, ice creams and sorbets. 54 hours lecture and 297 hours lab

## 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. Students may not receive credit for both DAN-6 and DAN-6H. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

### DAN-6H - Honors Dance Appreciation

**3 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

A non-technical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. This 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 DAN-6 and DAN-6H. 54 hours lecture.

### DAN-7 - Choreography I

**2 units**  
UC, CSU

*Corequisite: Concurrent enrollment in or prior completion of DAN-6 or 6H.*

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. (Letter Grade, or Pass/No Pass option.)

### DAN-8 - Choreography II

**2 units**  
UC, CSU

*Prerequisite: DAN-7.*

The continuing study of dance as an art form with emphasis on intermediate level exploration of space, time, and energy as well as crafting techniques and devices used for creating and staging a group work. 18 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### DAN-9 - Choreography III

**2 units**  
UC, CSU

*Prerequisite: DAN-8.*

*Limitation on enrollment: Audition on or before the first class meeting.*

The continuing study of dance composition with emphasis on improvisation as a choreographic tool. 18 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### DAN-12 - Kinesiology for Pilates/Dance

**3 units**  
UC, CSU

*Prerequisite: DAN-D47.*

*Limitation on enrollment: Proof of current CPR/First Aid certification*

This course is designed to provide students with an understanding of the human body in motion as it learns and experiences the repertoire of the Pilates Method of body conditioning and dance. The course addresses the anatomical and biomechanical principles as they apply to these forms of movement. 54 hours lecture.

### DAN-13 - Pilates Methodology

**2 units**  
UC, CSU

*Prerequisite: DAN-12.*

*Advisory: Intermediate to advanced-level skills in Pilates.*

This course is designed to educate and prepare students to teach the Pilates Method, beginning through advanced, to a variety of populations. Upon successful completion of the course students will be prepared to teach Pilates based matwork and equipment work. Students will be able to teach individual sessions as well as group sessions in Pilates studios as well as gym/fitness establishments. 36 hours lecture.

### DAN-14 - Internship in Pilates Education and Teaching

**4 units**  
CSU

*Prerequisite: DAN-12.*

Supervised experience in the teaching of the Pilates method of conditioning. Students will observe various populations and skill levels of Pilates learners and will research and develop lesson plans for beginning, intermediate and advanced level Pilates classes. Students are required to do 100 hours of observation and 62 hours of teaching under the direction of a certified Pilates teacher. 18 hours lecture and 162 hours of laboratory. (TBA option)

### DAN-200 - Dance 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. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**ACTIVITY COURSES****DAN-D5 - Summer Showcase Dance Performance**      **2 units**  
UC, CSU

*Prerequisite: None.*

This course is designed to provide students with an opportunity to prepare, perform and appraise choreography in an informal studio setting for public performance. Subsequent enrollment will provide students with opportunities for additional skill and competency development within the subject matter. May be taken a total of three times. 108 hours laboratory. (Letter Grade or Pass/No Pass option.)

**DAN-D8 - American College Dance Association**      **1 unit**  
**Rehearsal and Performance**      UC, CSU

*Prerequisite: None. Advisory: DAN-7*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Prepares dance participants for attendance at American College Dance Association events. Participation in master classes and participation/attendance at adjudication and informal concerts. May be taken a total of four times. 54 hours laboratory.

**DAN-D9 - Concert Dance Ensemble**      **.5 unit**  
UC, CSU

*Prerequisite: None.*

*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. 27 hours laboratory. (Letter Grade, or Pass/No Pass 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. 162 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**DAN-D11 - Dance Touring Ensemble Rehearsal**      **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. 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. 108 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D18 - Dance Performance Production**      **2 unit**  
UC, CSU

*Prerequisite: None.*

Directed dance projects for stage, integrating choreographic design with the elements of dance theatre production, resulting in the public studio or stage performance of works-in-progress or completed works during the semester. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**DAN-D20 - Introduction to Social Dance****1 unit**  
UC, CSU*Prerequisite: None.*

This course is designed to introduce student to social dance technique. Styles to be studied will include Waltz, Cha cha, Fox trot or Swing. DAN-D20 and D30, are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D21 - Ballet, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

This class will provide an opportunity to learn, practice and apply beginning level ballet skills and vocabulary. This class will introduce historical and cultural context of ballet. May be taken a total of four times. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. DAN-D21, D22, D23, D24, and D25 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D30 - Social Dance Styles****1 unit**  
UC, CSU*Prerequisite: None.*

This course is designed to provide students with a concentrated focus on a particular social dance style to be chosen from among Tango, Lindy-Hop, Salsa or Nightclub Two-step. DAN-D20 and D30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D31 - Hip-Hop Dance, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply beginning hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. D31, and D31B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**DAN-D31B - Hip-Hop Dance, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply intermediate hip-hop dance skills, technique and vocabulary. Continued study of the historical and cultural context of hip-hop culture. D31, and D31B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**DAN-D32 - Jazz, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. DAN-D32, D33, and D34 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D33 - Jazz, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.**Retention based on successful audition.*

Learn, practice and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. DAN-D32, D33, and D34 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D34 - Jazz, Advanced****1 unit**  
UC, CSU*Prerequisite: DAN-D33.*

Learn, practice and apply advanced jazz dance skills and vocabulary with a focus on pre-professional performance skills and advanced musicality. Continued study of the historical and cultural context of jazz as it applies to the genre of Jazz dance. DAN-D32, D33, and D34 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D37 - Modern Dance, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. DAN-D37, D38, and D39 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D38 - Modern Dance, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. DAN-D37, D38, and D39 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-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. DAN-D37, D38, and D39 are courses related in content and

are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repeatability and repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D43 - Tap, Beginning****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. DAN-D43, D44, and D45 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D44 - Tap, Intermediate****1 unit**  
UC, CSU*Prerequisite: None.*

Limitation on enrollment: Audition on or before the first class meeting. Learn, practice and apply basic tap dance skills learned in beginning tap to more complex movement phrases and vocabulary characteristic of intermediate level technique. Tap Dance improvisation will be introduced. Continued study of historical and cultural context of tap dance as introduced in beginning tap. DAN- D43, D44, and D45 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D45 - Tap, Advanced****1 unit**  
UC, CSU*Prerequisite: None.*

Learn, practice and apply intermediate level tap dance skills learned in intermediate tap toward the refinement of technical and artistic expression characteristic of advanced level technique. Continue use of improvisation as applied to performance. The study of historical and cultural context of tap dance will be augmented. DAN-D43, D44, and D45 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D46 - Pilates Mat Work****1 unit**  
UC\*, CSU*Prerequisite: None.*

This class is structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises include stretching and strengthening, in a non-impact system of floor work that emphasizes improved alignment, body awareness and control. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D47 - Pilates, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This beginning level course in Pilates is based on exercises and concepts developed by Joseph H. 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. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D48 - Universal Reformer Technique** **1 unit**  
UC, CSU

*Prerequisite:* DAN-D49.

Intensive repertoire work on the universal reformer emphasizing alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration at an intermediate and advanced level. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D50 - Pilates for Dancers** **1 unit**  
UC\*, CSU

*Prerequisite:* DAN-D47.

*Advisory:* Dance experience is desirable.

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. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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 exercises based on Pilates principles. DAN-D46, D47, D48, D49, D50, and D51 are courses related in content and are limited to four enrollments according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**DAN-D60 - Dance Techniques for Musical Theater** **.5 unit**  
UC, CSU

*Prerequisite:* None.

Principles and techniques of various performance methods, dance genres, and styles involved in performing dance for the musical theater. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. 27 hours laboratory.

## EARLY CHILDHOOD EDUCATION

**EAR-19 - Observation and Assessment in Early Childhood Education** **3 units**

(C-ID ECE 200) **CSU**

*Prerequisite:* None.

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**  
(C-ID CDEV 100) **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-23 - Family Home Child Care Program** **3 units**  
**CSU**

*Prerequisite:* None.

Meets the specific needs of the family child care provider. Emphasis will be given to licensing regulations, record keeping, 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**  
(C-ID ECE 130) **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**  
(C-ID ECE 230)**3 units**  
UC, CSU*Prerequisite: None.*

Examines 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. 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**  
(C-ID ECE 220)**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. 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**  
(C-ID ECE 210)**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-33 - Infant and Toddler Development****3 units**  
CSU*Prerequisite: None.*

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hours lecture.

**EAR-34 - Infant and Toddler Care and Education****3 units**  
CSU*Prerequisite: None.*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 54 hours lecture.

**EAR-35 - Practicum 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 of structured laboratory (TBA option) work in an approved infant/toddler program under the direction of a Master Teacher with appropriate Infant-Toddler units required.

**EAR-38 - Adult Supervision and Mentoring in Early Care and Education****3 units**  
CSU*Prerequisite: None.*

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture.

**EAR-40 - Introduction to Children with Special Needs****3 units**  
CSU*Prerequisite: None.*

Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture.

**EAR-41 - Practicum in Early Intervention/Special Education****4 units**  
CSU*Prerequisite: EAR-20, 24, 28 and 42. Advisory: EAR-40 or 46.*

This course provides students with hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained and fully-included early childhood classrooms. It integrates learned theoretical models to real-life situations and affords students opportunities for supervised practice as an assistant in an early childhood special education setting, home visiting program or as an early intervention support person in a general education classroom. 36 hours lecture and 108 hours laboratory (TBA option).

**EAR-42 - Child, Family, and Community (C-ID CDEV 110)** **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-19 and 20.*

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 reasons why children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture.

**EAR-44 - Administration I: Programs in Early Childhood Education** **3 units**  
CSU*Prerequisite: EAR-20, 24, 28 and 42.*

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture.

**EAR-45 - Administration II: Personnel and Leadership in Early Childhood Education** **3 units**  
CSU*Prerequisite: EAR-20, 24, 28, and 42.*

Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture.

**EAR-46 - Curriculum and Strategies for Children with Special Needs** **3 units**  
CSU*Prerequisite: None. Advisory: EAR-40.*

Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture.

**EAR-47 - Childhood Stress and Trauma** **3 units**  
CSU*Prerequisite: None.*

This course is a comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short- and long-term effects that stress and trauma have on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma, and what parents and early childhood practitioners can do to assist children. 54 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. It will examine historical antecedents of change in relation to the new position of parents in society and adult/child relationships 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 obesity, divorce, school structures, the sexual acceleration of childhood, and media/technology influences. 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 instruction in work-related skills.*

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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## 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  
(Same as POL-6)****3 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and 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  
(C-ID ECON 202)****3 units**  
UC, CSU*Prerequisite: MAT-52.**Advisory: MAT-35 and qualification for ENG-1A.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

**ECO-7H - Honors Principles of Macroeconomics  
(C-ID ECON 202)****3 units**  
UC, CSU*Prerequisite: MAT-52.**Advisory: MAT-35 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture.

**ECO-8 - Principles of Microeconomics  
(C-ID ECON 201)****3 units**  
UC, CSU*Prerequisite: MAT-52.**Advisory: MAT-35 and qualification for ENG-1A.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

**ECO-8H - Honors Principles of Microeconomics  
(C-ID ECON 201)****3 units**  
UC, CSU*Prerequisite: MAT-52.**Advisory: MAT-35 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

**ECO-9 - Economics of Poverty and Discrimination****3 units**  
UC, CSU*Prerequisite: None.**Advisory: MAT-35 and eligibility for ENG-1A.*

This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. Students may not receive credit for both ECO-9 and ECO-9H. 54 hours lecture.

**ECO-9H - Honors Economics of Poverty  
and Discrimination****3 units***Prerequisite: None.**Advisory: MAT-35 and eligibility for ENG-1A.*

This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-9 and ECO-9H. 54 hours lecture.

**ECO-10 - Economics and Personal Decision-Making****3 units**  
UC, CSU*Prerequisite: None.*

An entry-level, general education course which will provide a foundational understanding for making informed personal decisions. Students will learn fundamental economic concepts, paradigms, and theories and learn how to use them to make optimal decisions in their personal experiences in the market for goods and services, the labor market, and the credit market. Real world topics covered will include money management, spending and credit, saving and investing, small business financing, and insurance and taxation. 54 hours lecture.

## EDUCATION

### EDU-1 - Introduction to Elementary Classroom Teaching 4 units

(C-ID EDUC 200) UC, CSU

*Prerequisite: None.*

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. 54 hours lecture and 54 hours laboratory.

### 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## ENGINEERING

Instruction in the engineering major is based upon high school chemistry or physics and four years of high school mathematics, including intermediate and advanced algebra and trigonometry.

### LOWER DIVISION ENGINEERING CURRICULUM

The Statewide Engineering Liaison Committee encourages engineering transfer students to complete prescribed Engineering Core and obtain verification of that at the community college to assure transferability as a junior to any UC, CSU, and selected private four-year college and/or university in the state.

Riverside Community College District's courses which are equivalent to the Engineering Core requirements are listed as follows:

Core Requirements	Units
MAT-1A, 1B	8
CHE-1A, 1AH, 1B, 1BH	10
CIS/CSC-17A	3
PHY-4A, 4B, 4C	12
ENE-10	1
ENE-22 or 23 or 30	3
ENE-35	3
ENG-1A/1AH	4
ELECTIVES	4 or more
TOTAL	48

### Electives

Possible courses include, but are not limited to, the following. Choice depends on the engineering major requirements and specific engineering option at the school where graduation is expected.

ENE-20	3
MAT-12/12H	4
CHE-2A	4
CHE-12A	5
BIO-1/1H	4
CIS/CSC-11	3

To establish all necessary prerequisites to upper division courses, the Statewide Engineering Liaison Committee indicates that it is imperative for engineering transfer students to concentrate on completing their technical (math, science, and engineering) course work and ENG-1A prior to transferring. The requirements for the different fields of engineering may vary slightly from the outline listed above. All students should select classes to fulfill the core and/or general education requirements before transferring.

### ENE-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**  
UC, 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****2 units**  
UC, CSU*Prerequisite:* None.

The course explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. 36 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 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-35 - Statics****3 units**  
UC, CSU*Prerequisite:* PHY-4A.

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENE-38 - Introduction to Programming Concepts and Methodologies for Engineers****3 units**  
UC, CSU*Prerequisite:* MAT-10.

The purpose of this course is to expose students to the fundamental concepts of procedure-oriented programming, associated abstraction mechanisms and design processes, data structures and handling, along with interfacing software with the physical world (e.g., the use of sensors), and the application of numerical techniques. 36 hours lecture and 54 hours laboratory.

**ENE-39 - Engineering Circuit Analysis****4 units**  
UC, CSU*Prerequisite:* PHY-4B.*Corequisite:* Concurrent enrollment in or prior completion of MAT-2.

An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. 54 hours lecture and 54 hours laboratory.

**ENE-51 - Blueprint Reading****2 units**  
CSU*Prerequisite:* None.

A beginning course in the study of blueprints and their interpretation, types of projection, symbols and abbreviations. This course is designed for students interested in print reading for the machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-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

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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 (C-ID ENGL 100)****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 produce a minimum of 10,000 words of instructor-evaluated writing. Classroom instruction integrates writing lab 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 (C-ID ENGL 100)****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 produce a minimum of 10,000 words of instructor-evaluated writing. 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 lab activities. 72 hours lecture and 18 hours laboratory. (TBA option)



**ENG-1B - Critical Thinking and Writing** 4 units  
(C-ID ENGL 105 and ENGL 110) (CID ENGL 120) 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 lab 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  
(C-ID ENGL 105 and ENGL 110) (CID ENGL 120) UC, CSU  
*Prerequisite:* ENG-1A or 1AH.

*Limitation on enrollment: Enrollment in the Honors Program.*

Building on the rhetorical skills learned in ENG-1A or 1AH, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing lab activities. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and ENG-1BH. 72 hours lecture and 18 hours laboratory. (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. 27 hours lecture and 27 hours laboratory.

**ENG-6 - British Literature I: Anglo-Saxon through Eighteenth Century** 3 units  
(C-ID ENGL 160) UC, CSU

*Prerequisite:* ENG-50 or 80 or eligibility for ENG-1A.

*Advisory:* ENG-1B or 1BH.

A survey of British literature from the eighth century AD to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-7 - British Literature II: Romanticism through Modernism/Postmodernism** 3 units  
(C-ID ENGL 165) UC, CSU

*Prerequisite:* ENG-50 or 80 or eligibility for ENG-1A.

*Advisory:* ENG-1B or 1BH.

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-8 - Introduction to Mythology** 3 units  
(Same as HUM-8) UC, CSU

*Prerequisite:* None. *Advisory:* ENG-1B or 1BH and REA-83.

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

**ENG-9 - Introduction to Shakespeare** 3 units  
UC, CSU

*Prerequisite:* None. *Advisory:* ENG-1B or 1BH.

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-10 - Special Studies in Literature** 3 units  
CSU

*Prerequisite:* None. *Advisory:* ENG-1B or 1BH.

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-11 - Creative Writing** 3 units  
(C-ID ENGL 200) 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 writing assignments provide practice in writing techniques and in peer- and self-analysis. 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. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-14 - American Literature I: Pre-Contact through Civil War** 3 units  
(C-ID ENGL 130) UC, CSU

*Prerequisite:* ENG-50 or 80 or eligibility for ENG-1A.

*Advisory:* ENG-1B or 1BH.

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-15 - American Literature II: 1860 to the Present** 3 units  
(C-ID ENGL 135) UC, CSU*Prerequisite:* ENG-50 or 80 or eligibility for ENG-1A.*Advisory:* ENG-1B or 1BH.

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-16 - Introduction to Linguistics** 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-17A - Literary Magazine Production: Beginning** 3 units  
CSU*Prerequisite:* None. *Advisory:* ENG-1A or 1AH.

Beginning-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/ No Pass option)

**ENG-17B - Literary Magazine Production: Intermediate** 3 units  
CSU*Prerequisite:* ENG-17A. *Advisory:* ENG-1A or 1AH.

Intermediate-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENG-17C - Literary Magazine Production: Advanced** 3 units  
CSU*Prerequisite:* ENG-17B. *Advisory:* ENG-1A or 1AH.

Advanced-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 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. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-23 - The Bible as Literature** 3 units  
(Same as HUM-23) UC, CSU*Prerequisite:* None.*Advisory:* ENG-1B or 1BH and REA-83.

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-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-30 - Children's Literature** 3 units  
(C-ID ENGL 180) UC, CSU*Prerequisite:* ENG-50 or 80 or eligibility for ENG-1A.

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-34 - Literature by Women** 3 units  
UC, CSU*Prerequisite:* None. *Advisory:* ENG-1B or 1BH.

A study of literary works by female authors with unique and/or representative voices emphasizing the cultural or historical factors that have contributed to the creation of these fictional works. 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 other's 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**  
(C-ID ENGL 140) UC, CSU

*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.*

*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**  
(C-ID ENGL 145) UC, CSU

*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.*

*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. 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, or ENG-70, or ESL-55*

*Advisory: REA-82 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor- evaluated writing. Classroom instruction integrates lab 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. 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. 72 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course. (Letter grade or Pass/No Pass only.)

**ENG-70 - Composition Fundamentals** **4 units**

*Prerequisite: None.*

Prepares students by developing skills in grammar, usage, composition, and the writing process. This course serves students who desire more practice with pre-collegiate level reading and writing before taking ENG-50. Students will write a minimum of 5,000 words. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ENG-80 - Preparatory Composition****6 units***Prerequisite: None.*

Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction is supplemented by writing lab 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. (Non-degree credit course. Pass/No Pass only.)

**ENG-91 - Academic Support for English 1A****2 units***Prerequisite: None**Corequisite: ENG-1A*

Limited to students concurrently enrolled in the co-requisite English 1A class, English 91 provides students with additional support for college-level English. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. 36 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. 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 ESL-51.*

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low- intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-53 - Intermediate Writing and Grammar****4 units***Prerequisite: Qualifying placement level on a state-approved placement instrument, or ESL- 52.*

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-54 - High-intermediate Writing and Grammar****5 units****UC\*, CSU***Prerequisite: Qualifying placement level on a state-approved placement instrument, or ESL-53.*

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-55 - Advanced Writing and Grammar****5 units****UC\*, CSU***Prerequisite: Qualifying placement level on a state-approved placement instrument, or ESL-54.*

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass option.)

**ESL-65 - American Classroom Culture****1 unit***Prerequisite: None.*

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. (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. 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: Completion of ESL-71 and enrollment in ESL-53 or 54.*

Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-73 - High-intermediate Reading and Vocabulary****4 units***Prerequisite: None.**Advisory: Completion of ESL-72 and enrollment in ESL-53, 54, 55 or qualifying placement level on a state-approved placement instrument.*

Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Degree credit course. Letter Grade, or Pass/No Pass option.)



**ESL-90A - Special Topics in ESL: Improving Note Taking Skills 1 unit**

*Prerequisite: None.*

*Advisory: Qualification for 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 various note taking methods and strategies for academic success. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90D - Special Topics in ESL: Verb Tense Review 2 units**

*Prerequisite: None.*

*Advisory: Qualification for or enrollment in ESL-54 or higher.*

Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90L - Special Topics in ESL: Punctuation of Phrases and Clauses 2 units**

*Prerequisite: None.*

*Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with the conventions of punctuation use in American English. Enhances the students' competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90M - Special Topics in ESL: Articles and Prepositions 2 units**

*Prerequisite: None.*

*Advisory: Qualification for or enrollment in ESL-53 or higher.*

Provides students with basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-90P - Special Topics in ESL: Mastering Academic Vocabulary 2 units**

*Prerequisite: None. Advisory: ESL-53 or higher.*

Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**ESL-91 - Oral Skills I: Beginning Oral Communication 3 units**

*Prerequisite: None. Advisory: Concurrent enrollment in ESL-51 or 52.*

This course emphasizes beginning conversation, pronunciation and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas—shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

**ESL-92 - Oral Skills II: Intermediate Oral Communication 3 units**

*Prerequisite: None.*

*Advisory: ESL-91 and 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: Completion of ESL-92 and 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 recommended.*

Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. 54 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)



## ETHNIC STUDIES

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Ethnic Studies is the multi-disciplinary, humanistic study of American racial and ethnic groups. Ethnic Studies courses may examine theories of identity and/or the historical, sociological, literary, cultural, economic and political statuses, traditions and experiences of racial and ethnic groups in America.

Many of these courses are part of the Area of Emphasis in Humanities, Philosophy and the Arts, and students wishing to focus on Ethnic Studies may do so within the Humanities, Philosophy and the Arts program.

ANT-4	Native American Cultures
ENG-18	Survey of Native American Literature
ENG-20	Survey of African American Literature
ENG-25	Latino Literature of the United States
HIS-14	African American History I
HIS-15	African American History II
HIS-28	Native American History I: Early Contact Period
HIS-29	Native American History II: Contemporary Society
HIS-31	Introduction to Chicano/a Studies
PHI-14	Survey of Black Thought
PHI-19	Native American Thought
SOC-10	Race and Ethnic Relations

## FILM STUDIES

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### **FST-1 - Introduction to Film Studies** **3 units** UC, CSU

*Prerequisite: None.*

*Advisory: Eligibility for ENG-1A.*

An introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **FST-1H - Honors Introduction to Film Studies** **3 units** UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A.*

*Limitation on Enrollment: Enrollment in the Honors Program.*

An Honors Program introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both FST-1 and FST-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **FST-2 - Introduction to Television Studies** **3 units** UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50, or ENG-80, or eligibility for ENG-1A.*

An introduction to television as an object of academic inquiry. Covers strategies for analyzing television's formal elements, including its stylistic conventions; primary genres; evolving modes of production, distribution, and exhibition; and various 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 examples. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **FST-3 - Introduction to International Cinema** **3 units** UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50, or ENG-80, or eligibility for ENG-1A.*

An introduction to international cinema, focusing upon select films, filmmakers, and national cinemas from outside the United States, ranging from film's earliest decades to the present. Films, filmmakers, and national cinemas are studied in relation to questions of artistry, history, genre, style, culture, and politics. Includes an overview of methodologies for analyzing and researching film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **FST-4 - Introduction to Film Genres** **3 units** UC, CSU

*Prerequisite: None.*

*Advisory: Eligibility for ENG-1A.*

An introduction to classical and contemporary film genres, such as the crime film or the musical, within American and international film. Investigates their origins and evolutions, recognizing their role within creative and social expression, and examining their technical and thematic conventions. Includes a survey of representative film genres, movements and styles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **FST-5 - Fiction and Film: Adaptation** **3 units** UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or eligibility 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 fiction and/or literary non-fiction adapted into film. Examples of literature and film are used to explore adaptation as a creative process. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **FST-7 - History of World Film I: From the Beginning through the 1950s** **3 units** UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A.*

Critical and analytical history of world cinema from film's invention in the 1890s into the 1950s, with attention paid to multiple forms of historical explanation and representative films. An international study of film's emergence as a form of creative expression, a technology, and a business. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-8 - History of World Film II:  
The 1950s to the Present****3 units**

UC, CSU

*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A.*

Critical and analytical history of world cinema from the 1950s to the present, with attention paid to multiple forms of historical explanation and representative films. An international study of the development and expansion of film in the wake of WWII, addressing film as a form of creative expression, a technology, and a business. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## FILM, TELEVISION AND VIDEO

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**FTV-11 - Sound Recording and Reinforcement  
Techniques****3 units**

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 other disciplines to record audio in a variety of settings. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**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 art and science 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, discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture.

**FTV-38A - Beginning Film, Television and  
Video Production Project****3 units**

CSU

*Prerequisite: None.**Advisory: FTV-42 or FTV-43 or FTV-44A or FTV-45A or FTV-48 or FTV-64A or FTV-66 or FTV-71A*

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. 18 hours lecture and 108 hours laboratory.

**FTV-38B - Advanced Film, Television and Video  
Production Project****3 units**

CSU

*Prerequisite: FTV-38A.*

Supervised completion of an approved project in television production, film production or audio production in media. Project pre-planning must be complete; emphasis on remaining production and post production activities. Completion of 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. 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 electronic 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****3 units**

CSU

*Prerequisite: None.*

The theory and practice of short-form writing for broadcast television. 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. Also includes use of script-writing software. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**FTV-43 - Television Studio and Equipment****3 units**

CSU

*Prerequisite: None.*

Introduction to the use and set up of cameras, VTRs, editors, character generators, and test equipment for in-studio production. Activities will include theory and practice of studio set-up for live- to-tape production, production terminology, and operation of control room monitoring equipment. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-44A - Beginning Television Production****3.5 units**

CSU

*Prerequisite: None. Corequisite: FTV-51A.*

Basic principles of television production including operation of equipment, ENG (electronic news gathering) and live-to-tape studio production. Emphasis on the process and crew functions of live-to-tape studio production. Students will produce one roll-in segment of approximately 4 minutes. 36 hours lecture and 81 hours laboratory. (TBA option)

**FTV-44B - Intermediate Television Production****3.5 units**

CSU

*Prerequisite: FTV-44A.*

Expanded principles and production skills in ENG (electronic news gathering) and live-to-tape television production. Students are required to plan and produce three 4-minute magazine show segments that include all production package components and that meet production deadlines. 36 hours lecture and 81 hours laboratory. (TBA option)

**FTV-44C - Advanced-Intermediate  
Television Production****3.5 units**  
CSU*Prerequisite: FTV-44B.*

Advanced-intermediate principles of live-to-tape television production of a magazine show. Students assume the responsibilities of a segment producer and manage the schedule and field reporters assigned to them. 36 hours lecture and 81 hours laboratory. (TBA option)

**FTV-44D - Advanced Television Production****3.5 units**  
CSU*Prerequisite: FTV-44C.*

Advanced principles and application of live-to-tape studio production of a magazine show. Students assume responsibilities of above-line crew positions of producer and director. 36 hours lecture and 81 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option.)

**FTV-45A - Beginning Television News Production****3.5 units**  
CSU*Prerequisite: None. Corequisite: Concurrent enrollment in FTV-51A.**Advisory: JOU-1 or ENG-1A or 1AH.*

An entry-level course in television news gathering and television news production for cablecast. Includes in-studio live-to-tape production principles of journalism and journalistic ethics as well as the practice of television news gathering. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-45B - Intermediate Television News Production****3.5 units**  
CSU*Prerequisite: FTV-45A.**Corequisite: Concurrent enrollment in FTV-51B.*

Expanded principles and techniques in television news gathering and television news production for cablecast. Students are involved in all aspects of writing, producing and editing completed news stories and serving as studio crew for a regularly-scheduled news program that is cablecast. Students are required to produce 5-8 news stories on deadline that meet technical standards of production. 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-45C - Advanced Intermediate Television  
News Production****3.5 units**  
CSU*Prerequisite: FTV-45B.**Corequisite: Concurrent enrollment in FTV-51C.*

Advanced intermediate concepts in television news production; students assume responsibilities of Segment Producer and manage the schedule and reporters assigned to them. 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-45D - Advanced Television News Production****3.5 units**  
CSU*Prerequisite: FTV-45C.**Corequisite: Concurrent enrollment in FTV-51D.*

An advanced course in television news gathering and television news production for cablecast. Students assume responsibility of above-line crew positions of news producer and news director for a regularly scheduled news program that is cablecast. Students perform skills and responsible duties in the production of "Inland Valley News." 36 hours lecture and 81 hours laboratory. (Letter Grade or Pass/No Pass option.)

**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 online editing including sound and music, insert editing and assembly editing. Video and/or sound procedures of mixing techniques. 35 hours lecture and 85 hours laboratory.

**FTV-48 - Short Film Production****3 units**  
CSU*Prerequisite: None. Advisory: 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 16 mm film cameras, the use of lenses and filters, film exposure, composition and the film processing and film-to-digital tape transfer. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-51A - Film, Television and Video Laboratory I****1 unit**  
CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in FTV-44A or 45A.*

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. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-51B - Film, Television and Video Laboratory II****1 unit**  
CSU*Prerequisite: FTV-51A.**Corequisite: Concurrent enrollment in FTV-45B.*

Supervised laboratory work on television, film or audio production projects. Builds and reinforces skills through practical application in professional internships and project studies. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-51C - Film, Television and Video Laboratory III****1 unit**  
CSU*Prerequisite: FTV-51B.**Corequisite: Concurrent enrollment in FTV-45C.*

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. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-51D - Film, Television and Video Laboratory IV****1 unit**  
CSU*Prerequisite: FTV-51C.**Corequisite: Concurrent enrollment in FTV-45D.*

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. 54 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option)

**FTV-52 - Film, Television and Video Laboratory**      **2 units**  
CSU*Prerequisite: None.*

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. 108 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-53 - Telecommunications Laboratory**      **3 units**  
CSU*Prerequisite: FTV-11 or 42 or 43 or 44 or 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. 162 hours laboratory.

**FTV-64A - Beginning Digital Editing Principles and Techniques**      **3 units**  
CSU*Prerequisite: None.*

Nonlinear computer-based editing. Includes basic concepts of editing in post production designed to teach the aesthetics as well as techniques of the edit for film and TV. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**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 terminology of filmmaking and film analysis, the director's responsibilities and relationship to other crew members; also explores the tools and strategies that directors use in shaping the impact of a film. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic and contemporary films and the styles of great directors, including but not limited to: David Lynch, Woody Allen, The Cohen Brothers, John Woo, Marc Forster, Wayne Wang, Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**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. 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. 27 hours lecture and 27 hours laboratory. (Letter Grade or Pass/No Pass option.)

**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. (Letter Grade or Pass/ No Pass option.)

**FTV-70 - Script Writing 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. 18 hours lecture. (Letter Grade or Pass/No Pass option.)

**FTV-71A - Beginning 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. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-72 - Introduction to Lighting Design for Film and Television**      **3 units**  
CSU*Prerequisite: None.*

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. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option)

**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: FTV-38A 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. (Letter Grade or Pass/No Pass option)

**FTV-75 - Intermediate Digital Recording Pro Tools 110 3 units**

CSU

*Prerequisite: FTV-73.*

Expanded principles of computer-based studio recording and audio editing using the industry standard software, Pro Tools. Includes an introduction to MIDI sequencing using virtual instruments, MIDI configuration, routing, timescales, and editing. Also includes basic mixing and automation, plug-ins, session configurations, and file management. After successful completion of this course, students are eligible to take the Avid Pro Tools 110 Exam. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-76 - Advanced Digital Audio Recording Pro Tools 201 3 units**

CSU

*Prerequisite: FTV-75.*

Advanced principles of computer-based studio recording and audio editing using the industry standard software, Pro Tools. Course covers the core concepts and skills you need to operate a Pro Tools system in a professional studio environment. Students will go into greater depth into concepts such as automation, editing, mixing and session management. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**FTV-79 - Introduction to Special Effects Make-up for Film, Television and Video 3 units**

CSU

*Prerequisite: None.*

Students will learn basic skills necessary to implement basic special effect makeup for film, television and video. This course introduces techniques including but not limited to basic three dimensional correction, basic makeup (male/female), color theory, skin pigment tone matching, aging, aging stretch and stipple, facial hair, animal simulation, injury simulation, cadaver makeup, appliance and prosthetic application. Using design concepts, students will learn to recognize and implement the inherent components that are needed in character analysis and development, script breakdown and use of the morgue. Throughout the technical applications, students will learn and practice professional behavior, etiquette and industry language required to create a career in the entertainment industry. 54 hours lecture. (Letter Grade or Pass/No Pass option.)

**FTV-200 - Telecommunications 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. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course

after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**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. 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

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**GEG-1 - Physical Geography**  
(C-ID GEOG 110)**3 units**  
UC, CSU*Prerequisite: None.*

The interacting physical processes of air, water, land, and life that 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**  
(C-ID GEOG 110)**3 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

The interacting physical processes of air, water, land, and life that 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**  
(C-ID GEOG 111)**1 unit**  
UC, CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in or prior completion of GEG-1 or 1H.*

Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.

**GEG-2 - Human Geography**  
(C-ID GEOG 120)**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**  
(C-ID GEOG 125)**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**  
(C-ID GEOG 140)**3 units**  
UC, CSU*Prerequisite: None.*

An introduction to California's physical and cultural diversity as well as the issues facing individual regions. 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**  
(Same as PHS-5) (C-ID GEOG 130)**3 units**  
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, wind, 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 regional interactions and current political, economic, demographic, and cultural issues. 54 hours lecture.

**GEG-7 - Map Interpretation and Analysis**  
(CID GEOG 150)**3 units**  
UC, CSU*Prerequisite: None.*

Introduction to maps, images and geographic techniques. Techniques include map and aerial photograph interpretation, tabular data, spatial statistics, cartography, Global Positioning Systems (GPS), Internet mapping, remote sensing and Geographic Information Systems (GIS) that aid in data collection, analysis and presentation. 54 hours lecture.

**GEG-8 - Introduction to Geographic Information Systems and Techniques, with Lab** **3 units**  
(CID GEOG 155) UC, CSU

*Prerequisite: None.*

Study of Geographic Information Systems (GIS) science and its applications to spatial data management, including identification and acquisition of GIS data, assessment of vector and raster systems, scale, resolution, map projection, coordinate systems, georeferencing and Global Positioning systems (GPS), spatial analysis and modeling with GIS. 36 hours lecture and 54 hours laboratory.

## GEOLOGY

See Also Oceanography

**GEO-1 - Physical Geology** **3 units**  
(C-ID GEOL 100) (C-ID GEOL 101=GEO-1 + 1L) UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

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-30 and 31). 54 hours lecture.

**GEO-1B - Historical Geology** **4 units**  
UC, CSU

*Prerequisite: None. Advisory: GEO-1 and MAT-35.*

Examines the 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 may be required. 54 hours lecture and 54 hours laboratory.

**GEO-1L - Physical Geology Laboratory** **1 unit**  
(C-ID GEOL 100L) (C-ID GEOL 101=GEO-1 + 1L) UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

*Corequisite: Concurrent enrollment in or prior completion of GEO-1.*

This 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 rocks and minerals, and the study of plate tectonics. 54 hours laboratory.

**GEO-2 - Geology of the National Parks and Monuments** **3 units**

CSU

*Prerequisite: None.*

*Advisory: MAT-35.*

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, videos, pictures, and maps. 54 hours lecture.

**GEO-3 - Geology of California** **3 units**  
(C-ID GEOL 200) UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

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 present and ancient geological environments; 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 this course.

**GEO-30A - Geologic Field Studies of Southern California** **1 unit**  
CSU

*Prerequisite: None.*

*Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course experience with trips to regional points of geologic interest. This class includes a series of three to four field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blawhawk Landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California's coastline, the San Bernardino Mountains, Rainbow Basin, Calico Mountains, Portuguese Bend Landslide, Red Rock Canyon State Park, Pisgah Crater, San Diego mining district and others. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. Class meets during the first week of the semester. Total of 54 hours laboratory. (TBA option)

**GEO-30B - Geologic Field Studies of Southern California** **1 unit**  
CSU

*Prerequisite: None.*

*Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course with trips to regional points of geologic interest. This class includes two weekend field excursions, to sites of geologic interest, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Eastern Mojave Desert National Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. The first class meeting is during the first week of the semester. 54 hours laboratory. (TBA option)

**GEO-31 - Regional Field Studies in Geology** **1 unit**  
CSU

*Prerequisite: None.*

*Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course experience 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, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode country, Mount Lassen, San Luis Obispo, Carlsbad Caverns and Baja California. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours laboratory. (TBA option)

**GEO-32 - Regional Field Studies in Geology** **2 units**

CSU

*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

An extensive field course experience with trips to regional points of geologic interest. This class encompasses a two-week field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. 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 student understanding and interest in the geologic sites visited. This course is also designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 108 hours during summer session or winter intersession. (TBA option).

**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 TECHNOLOGY**  
See Applied Digital Media and Printing**GUIDANCE****GUI-45 - Introduction to College****1 unit**  
UC\*, CSU*Prerequisite: None.*

Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

**GUI-46 - Introduction to the Transfer Process****1 unit**  
UC\*, CSU*Prerequisite: None.*

Provides an introduction to the transfer process. This course includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**GUI-47 - Career Exploration and Life Planning****3 units**  
UC\*, CSU*Prerequisite: None.*

In depth career and life planning: topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture.

**GUI-48 - College Success Strategies****2 units**  
UC\*, CSU*Prerequisite: None.*

This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 36 hours lecture.

**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. 18 hours lecture. (Letter Grade or Pass/No Pass option).

**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

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**HES-1 - Health Science****(Same as BIO-35)****3 units**

UC, CSU

*Prerequisite: None.*

This course is a general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

## HISTORY

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**HIS-1 - History of World Civilizations I****(C-ID HIST 150)****3 units**

UC, CSU

*Prerequisite: None. Advisory: REA-83 and 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****(C-ID HIST 160)****3 units**

UC, CSU

*Prerequisite: None. Advisory: REA-83 and 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. Students may not receive credit for both HIS-2 and HIS-2H. 54 hours lecture.

**HIS-2H - Honors History of World Civilizations II** **3 units****(CID HIST 160)**

UC, CSU

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program*

An Honors Program 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. 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-2 and HIS-2H. 54 hours lecture.

**HIS-6 - Political and Social History of the United States****3 units****(C-ID HIST 130)**

UC, CSU

*Prerequisite: None. Advisory: REA-83 and 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****(C-ID HIST 130)**

UC, CSU

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

Political, social, and economic development of the United States from precolonial background and 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 through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking. 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****(C-ID HIST 140)**

UC, CSU

*Prerequisite: None. Advisory: REA-83 and 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. 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****(C-ID HIST 140)**

UC, CSU

*Prerequisite: None. Advisory: REA-83 and 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. 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. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture.



**HIS-11 - Military History of the United States to 1900** 3 units  
(Same as MIL-1) UC, CSU

*Prerequisite:* None. *Advisory:* REA-83 and qualification for ENG-1A.

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. *Advisory:* REA-83 and qualification for ENG-1A.

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:* REA-83 and 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:* REA-83 and 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 History** 3 units  
UC, CSU

*Prerequisite:* None. *Advisory:* REA-83 and qualification for ENG-1A.

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-25 - History of Mexico** 3 units  
UC, CSU

*Prerequisite:* None. *Advisory:* REA-83 and qualification for ENG-1A.

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.

Survey of the 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 I: Early Contact Period** 3 units  
UC, CSU

*Prerequisite:* None. *Advisory:* REA-83 and qualification for ENG-1A.

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 II: Contemporary Society** 3 units  
UC, CSU

*Prerequisite:* None.

*Advisory:* REA-83 and qualification for ENG-1A.

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-31 - Introduction to Chicano/a Studies** 3 units  
UC, CSU

*Prerequisite:* None. *Advisory:* REA-83 and qualification for ENG-1A.

A survey of regional Chicano/a population historical and cultural roots, and social problems from the Spanish and Mexican colonial period 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/a problems. Considers the Constitution of the United States and its relevance to the Chicanos in America's second largest minority group. 54 hours lecture.

**HIS-32 - Colonial Latin America** 3 units  
UC, CSU

*Prerequisite:* None. *Advisory:* REA-83 and qualification for ENG-1A.

This course is a survey of Early Latin American history from the pre-Columbian period to early nineteenth century. Emphasis is placed on the indigenous past, conquest, Catholic Church, race and social relations, economic and political structures, and the dissolution of colonial rule. 54 hours lecture.

**HIS-33 - Modern Latin America** 3 units  
UC, CSU

*Prerequisite:* None. *Advisory:* REA-83 and qualification for ENG-1A.

A survey of Latin American history from the early nineteenth century to the present. Emphasis is placed on the social, political, and economic transformations of these nations, and the impact of such transformation on the everyday lives of its diverse peoples. Will also explore US-Latin American relationship from the Monroe Doctrine, the Age of Empire, the Cold War, NAFTA, to 21st century issues such as neoliberalism (globalization). 54 hours lecture.



**HIS-34 - History of Women in America****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

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 recommended.*

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.

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## HUMANITIES

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**HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

**HUM-4H - Honors Arts and Ideas: Ancient World through the Medieval Period****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture.

**HUM-5 - Arts and Ideas: The Renaissance through the Modern Era****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

**HUM-5H - Honors Arts and Ideas: The Renaissance through the Modern Era****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture.

**HUM-8 - Introduction to Mythology****(Same as ENG-8)****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and ENG-1B or 1BH.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

**HUM-9 - American Voices****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and 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: REA-83 and qualification for ENG-1A.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture.

**HUM-10H - Honors World Religions****3 units**  
UC, CSU*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism,

Christianity, and Islam. This honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours of lecture.

**HUM-11 - Religion in America** **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: HUM-10, REA-83 and qualification for ENG-1A.*

Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture.

**HUM-16 - Arts and Ideas: American Culture** **3 units**  
UC, CSU

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideals are examined from the colonial period through the present. 54 hours lecture.

**HUM-18 - Death: An Interdisciplinary Perspective** **3 units**  
UC, CSU

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An interdisciplinary study of death from historical, mythological, religious, philosophical and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through works of literature, art, and philosophy. 54 hours lecture.

**HUM-20A - Arts and Ideas: Special Studies in Humanities** **1 unit**  
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. 18 hours lecture.

**HUM-20B - Arts and Ideas: Special Studies in Humanities** **2 units**  
CSU

*Prerequisite: None. Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/ or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 36 hours lecture.

**HUM-20C - Arts and Ideas: Special Studies in Humanities** **3 units**  
CSU

*Prerequisite: None. Advisory: Qualification for ENG-1A.*

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/ or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 54 hours lecture.

**HUM-23 - The Bible as Literature** **3 units**  
(Same as ENG-23) UC, CSU

*Prerequisite: None. Advisory: ENG-1B or 1BH and REA-83.*

A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**HUM-35 - Philosophy of Religion** **3 units**  
(Same as PHI-35) UC, CSU

*Prerequisite: None. Advisory: PHI-10 or 10H or 11 and REA-83 and qualification for ENG-1A.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

**Additional Humanities Courses**

Examples of courses which are often classified as Humanities by other colleges and universities are:

- ART-1, 2, 2H - History and Appreciation of Art
- ENG-6, 7 - English Literature
- ENG-14, 15 - American Literature
- ENG-40, 41 - Masterpieces of World Literature
- MUS-19, 19H, 20, 21 - Music History and Literature
- Any Philosophy course

**See also Humanities A.A. Degree requirements**

## INTERDISCIPLINARY STUDIES

**ILA-1 - Introduction to Tutor Training** **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-3 - Student Resiliency****1 unit***Prerequisite: None.*

This participatory course trains students how to attain, foster, and utilize skills that may support academic success in the face of adversity. The course includes theories of resiliency, workshops on strategies for resilience and academic success, problem-solving applications, and network building. 18 hours lecture. (Non-degree credit course)

**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.)

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## ITALIAN

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**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.)

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## JAPANESE

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**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**

Also see PHOTOGRAPHY

**JOU-1 - Introduction to Journalism**  
(C-ID JOUR 110)**3 units**  
CSU*Prerequisite: None. Advisory: ENG-1A or 1AH.*

An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture.

**JOU-2 - Intermediate Reporting/News Writing**  
(C-ID JOUR 210)**3 units**  
CSU*Prerequisite: JOU-1.*

This course is a continuation of the introductory news writing/reporting courses and focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. It includes both on- and off- campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms. 54 hours lecture.

**JOU-7 - Mass Communications**  
(C-ID JOUR 100)**3 units**  
UC, CSU*Prerequisite: None.*

Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture.

**JOU-12 - Photojournalism**  
(Same as PHO-12) (C-ID JOUR 160)**3 units**  
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 or a digital camera with manual controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**JOU-20A - Newspaper: Beginning**  
(C-ID JOUR 130)**3 units**  
CSU*Prerequisite: None.**Advisory: ENG-1A or ENG-1AH and JOU-1 and 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.*

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.*

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.*

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-52A - Newspaper Editing: Beginning****3 units**  
CSU*Prerequisite: None.**Advisory: JOU-1 and/or PHO-8 and/or ENG-1A or 1AH.*

Beginning-level editing practice in the production of the college newspaper. Course to include theory and practice in beginning-level news editing, including copy editing and photographic processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option)

**JOU-52B - Newspaper Editing: Intermediate****3 units**  
CSU*Prerequisite: JOU-52A.*

Intermediate-level editing practice in the production of the college newspaper. Course to include theory and practice in intermediate-level news editing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option)



**JOU-52C - Newspaper Editing: Advanced****3 units**  
CSU*Prerequisite: JOU-52B.*

Advanced-level editing practice in the production of the college newspaper. Course to include theory and practice in section leadership and advanced-level news editing, headline writing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option)

**JOU-52D - Newspaper Editing: Executive****3 units**  
CSU*Prerequisite: JOU-52C.*

Editing practice in the production of a newspaper with executive editing experience on the college newspaper. Course to include theory and practice in editing management, including editorial board service, news editing, and editing staff leadership. Critiques of college newspaper to be included. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**JUS-3 - Concepts of Criminal Law****3 units**  
UC, CSU**(Same as ADJ-3) (C-ID AJ 120)***Prerequisite: None.*

Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture.

**JUS-4 - Legal Aspects of Evidence****3 units**  
CSU**(Same as ADJ-4) (CID AJ 124)***Prerequisite: None.*

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture.

**JUS-5 - Community Relations****3 units**  
UC, CSU**(Same as ADJ-5) (C-ID AJ 160)***Prerequisite: None.*

This course examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture.

**JUS-8 - Juvenile Law and Procedures****3 units**  
CSU**(Same as ADJ-8) (C-ID AJ 220)***Prerequisite: None.*

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

**JUS-9 - Law in American Society****3 units**  
UC, CSU**(Same as ADJ-9)***Prerequisite: None.*

A general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. 54 hours lecture.

## JUSTICE STUDIES

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**JUS-1 - Introduction to the Administration of Justice** **3 units****(Same as ADJ-1)**

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.

**JUS-2 - Principles and Procedures of the Justice System** **3 units****(Same as ADJ-2) (C-ID AJ 122)**

CSU

*Prerequisite: None.*

The role and responsibilities of each segment within the This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture.

**JUS-12 - Introduction to Criminalistics****3 units**  
CSU**(Same as ADJ-12) (CID AJ 150)***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.



**JUS-13 - Criminal Investigation** **3 units**  
(Same as ADJ-13) **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.

**JUS-14 - Advanced Criminal Investigation** **3 units**  
(Same as ADJ-14) **CSU**

*Prerequisite: JUS/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. (TBA option)

**JUS-20 - Introduction to Corrections** **3 units**  
(Same as ADJ-20) (C-ID AJ 200) **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.

**JUS-25 - Introduction to Probation and Parole** **3 units**  
(Same as ADJ-25) **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.

**JUS-30 - Introduction to Family Support Law** **3 units**  
(Same as ADJ-30) **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.

## 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 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 training 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**  
(C-ID KIN 100) **UC, CSU**

*Prerequisite: None.*

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture.

**KIN-12 - Sport Psychology****3 units**  
UC, 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, personal philosophy development and marketing analysis for high school, college and professional sport programs and 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: KIN-16*

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.

**KIN-18 - Athletic Training, Spring Sports, Upper Extremity****2 units**  
UC\*, CSU*Prerequisite: None. Corequisite: KIN-16*

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.

**KIN-19 - Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip****2 units**  
UC\*, CSU*Prerequisite: None. Corequisite: KIN-16*

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.

**KIN-20 - Athletic Training, Spring Sports, General Medical****2 units**  
UC\*, CSU*Prerequisite: None. Corequisite: KIN-16*

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.

**KIN-21A - Athletic Training Applications A****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 provided to a Riverside Community College District athletic team. Students will be responsible in assisting in daily procedures, modality treatment protocols, practice preparation and athletic training protocols. 108 hours laboratory.

**KIN-21B - Athletic Training Applications B****2 units**  
CSU*Prerequisite: KIN-21A.**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 provided to a Riverside Community College District athletic team. Students will be responsible for learning and performing tape jobs, bracing and padding, designing stretching programs, assisting in daily treatment protocols. 108 hours laboratory. (TBA option)

**KIN-21C - Athletic Training Applications C****2 units**  
CSU*Prerequisite: KIN-21B.**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 provided to a Riverside Community College District athletic team. Students will be responsible for assisting in pre-participation screenings, insurance protocols, injury management, lower extremity injury assessment and rehabilitation programs. 108 hours laboratory. (TBA option)

**KIN-21D - Athletic Training Applications D****2 units**  
CSU*Prerequisite: KIN-21C.**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 provided to a Riverside Community College District athletic team. Students will be responsible for sport specific coverage, rehabilitation programs from start to finish, injury assessment and injury management. 108 hours laboratory. (TBA option)

**KIN-23 - Volleyball Coaching Theory****3 units**  
UC\*, CSU*Prerequisite: None.*

The course will consist of the various aspects of coaching volleyball. The emphasis of the course will be on the theory, structure, and organization of club, high school, collegiate and international volleyball programs. This course teaches team and individual offensive and defensive strategies, technical skills, and program management. 54 hours lecture.

**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 study of various aspects of coaching football with an emphasis 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.*

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 (C-ID KIN 101)****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 National Safety Council requirements will receive a National safety council Advanced First Aid Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. A fee of \$20.00 for required certificates will be charged to the student and is not covered by BOGW. 54 hours lecture.

**KIN-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.*

Various aspects of coaching softball which include theory, philosophy, organization and structure of a program, mental skills, individual skills, offensive and defensive team play and digital video analysis. 36 hours lecture and 54 hours laboratory.

**KIN-35 - Foundation for Fitness and Wellness****3 units**  
UC, CSU*Prerequisite: None.*

This course will provide students with the ability to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 36 hours lecture and 54 hours laboratory.

**KIN-36 - Wellness: Lifestyle Choices****3 units**  
UC, CSU*Prerequisite: None.*

The course content focuses upon the dynamic and inter-related dimensions of wellness and how choices made by the individual may encourage an enhanced quality of life. The dimensions of wellness include the social, physical, emotional, occupational, intellectual, and spiritual. Potential student benefits include learning positive life skills through expanding self-awareness and the opportunity to enhance one's personal, family and community wellness. 54 hours lecture.

**KIN-38 - Stress Management****3 units**  
UC, CSU*Prerequisite: None.*

The nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be precursors 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, Life guarding and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. A fee of \$82.45 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.

**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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**ACTIVITY COURSES**

Besides fulfilling the Self Development requirement, activity classes can be used as electives for the Associate of Arts Degree and the Associate of Science Degree.

**KIN-A03 - Adaptive Physical Fitness** 1 unit  
UC\*, CSU

*Prerequisite: None. Limitation on enrollment: Medical approval and verification of a physical disability.*

Provides physical education for students with a physical disability to promote the total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. 54 hours laboratory. (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. 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. 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. KIN-A11, A12, and A13 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A11, A12, and A13 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. 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. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A21 - Golf, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A20.*

Description: 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. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**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. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN- A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN- A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31A - Beginning Water Aerobics and Deep Water Exercise****1 unit**  
CSU*Prerequisite: None.*

Students will develop basic strength, flexibility, coordination and cardiovascular fitness within a shallow/deep water aerobic format. The student will also be introduced to deep water workouts with the aid of a flotation device (belt or noodle). KIN-A31A, A31B and A31C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31B - Intermediate Water Aerobics and Deep Water Exercise****1 unit**  
CSU*Prerequisite: KIN-A31A.*

This course introduces intermediate water aerobic skills. Students will increase their coordination and balance along with strength, flexibility and cardiovascular fitness with in a shallow/deep water format. The student will be introduced to intermediate interval aerobic workouts with the addition of water resistance toys and flotation devices. Nutrition concepts and goal setting will be applied. KIN-A31A, A31B and A31C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory.



**KIN-A31C - Advanced Water Aerobics and Deep Water Exercise****1 unit**  
CSU*Prerequisite: KIN-A31B.*

Using advanced water aerobic skills, this course will broaden the students water aerobic experience. Advanced interval aerobic shallow/deep water exercises, with the aid of a flotation device and toys, will increase strength, flexibility, cardiovascular endurance, muscle movement memory and coordination. Personal dietary plans, long term nutritional concepts and fitness goal setting are introduced and implemented. KIN-A31A, A31B and A31C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A40 - Karate, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course in beginning karate will develop the basic skills needed for the art of unarmed self-defense. This includes the use of blocking, shifting, punching, striking, and kicking. Karate will also develop speed, grace of movement, self-confidence, poise, mental alertness, strength, endurance, and muscular control. Karate is a physical art and a sport that anyone, irrespective of size, age, or sex, can practice according to his or her own capabilities. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040.) For further information see section VIII regarding course repetition. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)

**KIN-A41 - Karate, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A40.*

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040.) For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A46 - Hatha Yoga, Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course offers beginning Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A47 - Hatha Yoga, Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A46.*

This course offers intermediate Hatha yoga exercises to improve students' physical and mental wellness. The yoga exercises will be taught to promote improvement in yoga breathing techniques, concentration, muscular flexibility, strength and endurance, balance and meditation techniques. KIN-A46 and A47 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A54A -Fast Pitch Softball Fundamentals, Beginning 1 unit**  
CSU*Prerequisite: None.*

Core softball skills and techniques as the basis for beginning - intermediate level competitive play. The student will be provided the opportunity to develop individual skills and the knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. 54 hours laboratory.

**KIN-A54B - Fast Pitch Softball Fundamentals, Advanced 1 unit**  
CSU*Prerequisite: KIN- A54A.*

Specialized softball skills and techniques for advanced level competitive play. The student will be provided the opportunity to develop defensive and offensive strategies, base running, advanced batting techniques and team situations to prepare for intercollegiate play. 54 hours laboratory.

**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. KIN-A54 and A55 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A57 - Basketball, Beginning****1 unit**  
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. 54 hours laboratory. (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. KIN-A62 and A62A are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A62 and A62A are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A64 - Soccer****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN- A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A71 - Sand Volleyball: Intermediate/Advanced****1 unit**  
UC\*, CSU*Prerequisite: None.**Advisory: KIN-A67 or proficient skills in sand volleyball.*

Course provides intermediate and advanced instruction and strategies in sand volleyball. Designed to develop advanced skills, knowledge of rules, team strategies and desire for future participation during leisure times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A75A - Walking for Fitness: Beginning****1 unit**  
UC\*, CSU*Prerequisite: None.*

This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A and A75B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-A75B - Walking for Fitness: Intermediate****1 unit**  
UC\*, CSU*Prerequisite: None. Advisory: KIN-A75A.*

This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A and A75B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A77A - Jogging for Fitness, Beginning****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 jogging. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A77B - Jogging for Fitness, Intermediate****1 unit**  
CSU*Prerequisite: None. Advisory: KIN-A77A.*

This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. 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 by using stretching and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A77C - Jogging for Fitness, Advanced****1 unit**  
CSU*Prerequisite: None. Advisory: KIN-A77B.*

This course is designed for students of advanced fitness levels who would like to enhance and improve their cardiovascular fitness, overall strength and flexibility with more advanced jogging strategies. Progressive jogging techniques will be utilized in establishing jogging programs designed to promote improvements in cardiovascular endurance and body composition. 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 by using advanced stretching, muscle strengthening and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A80 and A82 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81A - Physical Fitness, Beginning****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 strength, muscular endurance and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A81B - Physical Fitness, Intermediate****1 unit**  
CSU*Prerequisite: None.*

This course is designed to provide nutritional, cardiovascular, strength, flexibility and assessment concepts to enhance the personalized exercise program. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (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. KIN-A80 and A82 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-A83 - Kickboxing Aerobics****1 unit**  
UC\*, CSU*Prerequisite: None.*

Basic fitness concepts as well as basic movement skills and exercises with the use of kickboxing in an aerobic format. Students will develop strength, flexibility, endurance, movement memory, balance, coordination and cardiovascular fitness. 54 hours laboratory. (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. KIN-A83, A86, A87, and A88 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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. KIN-A83, A86, A87, and A88 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-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 Kinesiology 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. KIN-A83, A86, A87, and A88 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A89A - Beginning Body Sculpting****1 unit**  
UC\*, CSU*Prerequisite: None.*

Students will develop muscular strength and endurance along with flexibility using a variety of hand weights, body bars, elastic bands and exercise balls. Emphasis is placed on safety and proper technique while training basic muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A89B - Intermediate Body Sculpting****1 unit**  
UC\*, CSU*Prerequisite: KIN-A89A.*

Students will increase and maintain their body development through core strength, resistance and endurance training, along with body sculpting techniques. Personal fitness plans will be developed and incorporated based on personal health and fitness. Emphasis is placed on safety, core strength and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A89C - Advanced Body Sculpting****1 unit**  
UC\*, CSU*Prerequisite: KIN-A89B.*

Students will develop personal and nutritional lifetime fitness goals and create a lifetime fitness plan. Muscular strength, cardiovascular endurance, flexibility and aerobic fitness will be developed and assessed. Emphasis will be placed on safety, proper body alignment and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A90A - Weight Training - Beginning****1 unit**  
CSU*Prerequisite: None.*

Weight training course designed to teach students the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, Pass/No pass option)

**KIN-A90B - Weight Training - Intermediate****1 unit**  
CSU*Prerequisite: KIN-A90A*

Weight training course for students who have a basic background in weight lifting. Emphasis is placed on furthering strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option)

**KIN-A90C - Weight Training - Advanced****1 unit**  
CSU*Prerequisite: KIN-A90B.*

Weight training course for students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. KIN-A90A, A90B and A90C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option)



**VARSITY SPORTS**

Students intending to participate in a varsity sport should contact the coach of that sport before enrolling. Students are limited to 350 hours of attendance in each fiscal year for each sport for which no more than 175 hours is dedicated to the sport and no more than 175 hours is for conditioning or skill development in the sport. The varsity sports are:

**KIN-V01 - Cross Country, Varsity, Men** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V02 - Football, Varsity, Men** **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V04 - Basketball, Varsity, Men** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V05 - Baseball, Varsity, Men** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V06 - Track and Field, Varsity, Men** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V07 - Golf, Varsity, Men** **3 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 strategies for intercollegiate competition. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V08 - Tennis, Varsity, Men** **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V09 - Swimming and Diving, Varsity Men** **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V10 - Soccer, Varsity Men** **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in



soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V11 - Pep Squad, Varsity, Men and Women** **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

Opportunity for students to advance in the skills of tumbling, jumping, dance, cheer, 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V12 - Cross Country, Varsity, Women** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V14 - Track and Field, Varsity, Women** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V18 - Tennis, Varsity, Women** **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention is based on successful tryout.*

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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V19 - Swimming and Diving, Varsity, Women** **3 units**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. This program 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V20 - Basketball, Varsity, Women** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V21 - Volleyball, Varsity, Women** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V22 - Fastpitch, Varsity, Women** **3 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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V23 - Water Polo, Varsity, Men****3 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V24 - Water Polo, Varsity, Women****3 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

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. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V25 - Soccer, Varsity, Women****3 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course prepares the student athlete to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (TBA option)

**KIN-V26 - Songleading and Cheerleading****2 units**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based 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. (Letter Grade, or Pass/No Pass option.)

**KIN-V33 - Track and Field Techniques:  
Running Event Techniques****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

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. (Letter Grade, or Pass/No Pass option.)

**KIN-V34 - Track and Field Techniques:  
Field Event Techniques****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

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. (Letter Grade, or Pass/No Pass option.)

**KIN-V50 - Baseball Fundamentals, Defensive****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to give students 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V51 - Baseball Fundamentals, Offensive****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to give students 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V52 - Fastpitch Fundamentals, Offensive****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to give students 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V53 - Fastpitch Fundamentals, Defensive****1 unit**  
UC\*, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

This course is designed to give students 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V60 - Football Fundamentals, Defensive** **1 unit**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. (Letter Grade, or Pass/No Pass option.)

**KIN-V61 - Football Fundamentals, Offensive** **1 unit**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. (Letter Grade, or Pass/No Pass option.)

**KIN-V70 - Water Polo Techniques** **1 unit**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. (Letter Grade, or Pass/No Pass option.)

**KIN-V71 - Women's Sand Volleyball** **3 unit**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course prepares student athletes to practice and compete at the intercollegiate level in sand volleyball. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V78 - Long Distance Running** **1 unit**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V92 - Weight Training, Varsity Athletes** **1 unit**  
CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This weight training course is designed for varsity athletes 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. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V94 - In-Season Varsity Sport Conditioning** **1 unit**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

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. (Letter Grade, or Pass/No Pass option.)

**KIN-V95 - Out-of-Season Varsity Sport Conditioning** **1 unit**  
UC\*, CSU

*Prerequisite: None.*

*Limitation on enrollment: Retention based on successful tryout.*

This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

## KOREAN

**KOR-1 - Korean 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 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) (Letter Grade, or Pass/No Pass 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 - Introduction to Information Literacy****1 unit**  
UC, CSU*Prerequisite: None.*

Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information from a variety of formats, both online and in print, to answer research questions and develop new ones. Through the use of information retrieval systems students will develop an understanding of and practices for the legal access to and ethical use of information. 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. (Letter Grade, or Pass/No Pass option.)

**MAG-46 - Contemporary Quality Systems Management****3 units**  
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 (Same as BUS-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. (Letter Grade, or Pass/No Pass option.)

**MAG-51 - Elements of Supervision****3 units***Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-52 - Employee Training and Development****3 units***Prerequisite: None.*

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

**MAG-53 - Human Relations****3 units**  
CSU*Prerequisite: None.*

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-54 - Employee Labor Relations****3 units***Prerequisite: None.*

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-56 - HRM: Human Resources Management****3 units**  
CSU*Prerequisite: None.*

Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade only.)



**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. (Letter Grade, or Pass/No Pass option.)

**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) CSU***Prerequisite: None. Advisory: MAG-44.*

This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-71 - Introduction to Productivity Management 3 units  
(Same as BUS-71) CSU***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) CSU***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-73 - Quality Inspection and Test 3 units***Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance which covers the inspection and testing process for products or services. Topics include basic math and blueprint reading as required by ISO 9000 and other global quality assurance standards. Students will learn how to determine appropriate testing methods and classification of inspection results. 54 hours lecture.

**MAG-74 - Statistical Process Control 3 units***Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance, it covers the evaluation of business processes to select appropriate improvement tools to assess sources of process variation, determine root causes of out of control conditions, as determined by process control charts. Students will also collect data to prepare and analyze business performance and infer future performance based on problem solving techniques to eliminate waste, and re-work. 54 hours lecture.

**MAG-75 - Quality Auditing 3 units***Prerequisite: None.*

This course is designed to provide the fundamental knowledge of the concepts and conduct of quality auditing functions. Students will understand the standards and principles of auditing and the techniques of examining, questioning, evaluating, and reporting the quality system's adequacy and deficiencies. There is a focus on auditing to meet international standards such as ISO 9001:2015. 54 hours lecture.

**MAG-76 - Metrology 3 units***Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance, it covers the use and calibration of measurement instruments. Topics include Measurement System Analysis as required by ISO 9000 and other global quality assurance standards. Students will learn how to determine uncertainty, repeatability and reproducibility of measurement instruments. 36 hours lecture and 54 hours laboratory.

**MAG-77 - Problem Solving and Improvement 3 units***Prerequisite: None.*

This course is intended for students who desire to work in the field of operations or production management or the field of quality assurance. It covers the evaluation of business processes to select appropriate improvement tools such as Six Sigma, to assess sources of problems, determine root causes and effect lasting improvements. Students will also learn the management and planning tools for continuous improvement. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)



## MARKETING

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### **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. (Letter Grade, or Pass/No Pass option.)

### **MKT-42 - Retail Management** **3 units** CSU

*Prerequisite: None.*

Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

### **MKT-50 - Marketing Research** **3 units** 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 instruction in work-related skills. 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. Students enrolling in WKK-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## MATHEMATICS

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### **MAT-1A - Calculus I** **4 units** UC\*, CSU

(C-ID MATH 210)

(C-ID MATH 900S=MAT-1A + MAT-1B)

*Prerequisite: MAT-10 or qualifying placement level.*

Functions, limits, continuity, differentiation, applications of the derivative and integration, the fundamental theorem of calculus and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### **MAT-1B - Calculus II** **4 units** UC, CSU

(C-ID MATH 220)

(C-ID MATH 900S=MAT-1A + MAT-1B)

*Prerequisite: MAT-1A.*

Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### **MAT-1C - Calculus III** **4 units** UC, CSU

(C-ID MATH 230)

*Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture.

### **MAT-2 - Differential Equations** **4 units** UC, CSU

(C-ID MATH 240)

*Prerequisite: MAT-1B.*

This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3 - Linear Algebra****(C-ID MATH 250)***Prerequisite: MAT-1B.*

This course examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformation and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**3 units****UC, CSU****MAT-4 - Finite Mathematics****(C-ID MATH 130)***Prerequisite: MAT-35.*

Linear functions, systems of linear equations and inequalities, linear programming, matrices, sets and Venn diagrams, combinatorics, probability, and the mathematics of finance. Applications in business, economics, and social sciences. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**3 units****UC, CSU****MAT-5 - Calculus for Business and Life Science****(C-ID MATH 140)***Prerequisite: MAT-35 or qualifying placement level.*

A study of the techniques of calculus for majors in business, business administration, life and social sciences. Emphasis on problem solving and applications. Topics include: functions, graphs, limits, derivatives, integrals, exponential and logarithmic functions. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**4 units****UC\*, CSU****MAT-6 - Discrete Mathematics for Computer Science****(Same as CSC-6)***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.)

**3 units****UC, CSU****MAT-10 - Precalculus****(C-ID MATH 155)***Prerequisite: MAT-36 or qualifying placement level.*

Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions, and their graphs; analytic geometry, polar coordinates, sequences, and series. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**4 units****UC\*, CSU****MAT-11 - College Algebra****(C-ID MATH 150)***Prerequisite: MAT-35 or qualifying placement level.*

This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**4 units****UC\*, CSU****MAT-12 - Statistics****(C-ID SOCI 125)(C-ID MATH 110)***Prerequisite: MAT-35 or qualifying placement level.*

A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**4 units****UC, CSU****MAT-12H - Honors Statistics****(C-ID MATH 110 SOCI 125)***Prerequisite: MAT-35 or qualifying placement level.**Limitation on enrollment: Enrollment in the Honors Program.*

A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**4 units****UC, CSU****MAT-25 - Mathematics for the Liberal Arts Student****3 units****UC, CSU***Prerequisite: MAT-35 or qualifying placement level.*

A college-level survey course of selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, the real number system, algebra, geometry, probability, statistics, and problem solving. It is designed for students majoring in liberal arts, education, or communication. Calculators or computers may be used for selected topics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-26 - Math for Elementary School Teachers****(CID MATH 120)***Prerequisite: MAT-35 or qualifying placement level.*

This course is designed for pre-service elementary school teachers. The course will examine five content areas: numeration; number theory; properties of numbers; problem solving; and curriculum standards. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**3 units****UC, CSU****MAT-35 - Intermediate Algebra***Prerequisite: MAT-52 or qualifying placement level.*

The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

**5 units**

**MAT-36 - Trigonometry**  
(C-ID MATH 851)**4 units**  
CSU*Prerequisite: MAT-35 and 53 or qualifying placement level.*

The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the Law of Cosines and the Law of Sines; elements of geometry important to the foundation of trigonometry; polar coordinates; and introduction to vectors. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-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 plane geometry and three-dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-63 - Arithmetic****3 units***Prerequisite: None.*

A course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals. Factoring, percentage applications, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-64 - Pre-Algebra****3 units***Prerequisite: MAT-63 (formerly MAT-51), 90C, or qualifying placement level.*

An introduction to the notion of algebra and its uses. Includes integers, equations, and polynomials as well as topics from arithmetic. Designed as a transition from arithmetic to elementary algebra. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-65 - Arithmetic and Pre-Algebra****5 units***Prerequisite: None.*

A combination course covering the decimal system of numeration and the four basic mathematical operations as they apply to whole numbers, fractions, mixed numbers, and decimals without the use of any calculating device. Integers, factoring, geometric figures, and measurements are included. Emphasis is placed on applications to real world problems. An introduction to the notion of algebra and its uses. Includes equations and polynomials. 90 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-81 - Jump Start for Elementary Algebra****1 unit***Prerequisite: None.**Limitation on enrollment: Enrollment in the JumpStart Program.*

Review of content of MAT-65 including basic arithmetic, estimation, variables, linear equations and their graphs. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course. Pass/No Pass only.)

**MAT-82 - Jump Start for Intermediate Algebra****1 unit***Prerequisite: None.**Limitation on enrollment: Enrollment in the JumpStart Program.*

Review of content of MAT-52 including linear, quadratic, and rational expressions and equations, linear inequalities, radical expressions, linear systems and their applications, and absolute value. Factoring, graphing, and word problems applications will also be included. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course. Pass/No Pass only.)

**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 - Special Topics 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 rational numbers with an introduction to variables. Emphasis is placed on applications to real world problems. Computations will be performed without the use of any calculating device. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra 1 unit***Prerequisite: MAT-90D.*

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations 1 unit***Prerequisite: MAT-90E.*

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**MAT-98 - Academic Excellence Seminar .5 unit***Prerequisite: None.*

*Limitation on enrollment: Concurrent enrollment in First-Year Experience program.*

Interactive seminar designed to enhance students' learning skills and experience in mathematics. 27 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

## MICROBIOLOGY

See Biology

## 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 (Same as HIS-11) 3 units UC, CSU***Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

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. Advisory: REA-83 and qualification for ENG-1A.*

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****(C-ID MUS 110 MUS 125)***Prerequisite: None.**Advisory: Concurrent enrollment in an appropriate level piano class.*

Basic course in music theory designed to develop an understanding of notation, rhythm, pitch, keys, modes, scales, intervals, chords and music terminology. Basic sight singing, dictation and music reading at the piano. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-4 - Music Theory I 4 units UC, CSU****(C-ID MUS 130 MUS 135)***Prerequisite: MUS-3 or the equivalent.**Advisory: Concurrent enrollment in an appropriate level piano class.*

Through guided composition and analysis this course incorporates the following concepts: rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structures, figured bass, non-harmonic tones, first species counterpoint, and voice leading involving 4-part chorale writing. Development of skills in handwritten notation is expected. Lab includes diatonic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option)

**MUS-5 - Music Theory II 4 units UC, CSU****(C-ID MUS 140 MUS 145)***Prerequisite: MUS-4 or the equivalent.**Advisory: Concurrent enrollment in an appropriate level piano course.*

This course incorporates the concepts from Music Theory I. In addition, through guided composition and analysis, the course will include: Common Practice period voice leading involving four-part chorale writing; diatonic harmony; chromatic harmony; secondary/applied chords; modulation; borrowed chords; the Neapolitan chord; augmented sixth chords; and an introduction to binary and ternary forms. Lab includes chromatic sight singing and ear training including melodic, harmonic and rhythmic dictation. Keyboard requirements include playing chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option)



**MUS-6 - Music Theory III  
(C-ID MUS 150) (C-ID MUS 155)****4 units**  
UC, CSU*Prerequisite: MUS-5 or the equivalent.**Advisory: Concurrent enrollment in an appropriate level piano 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 Avid Pro Tools 101 exam which is the first step towards Avid 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 the Avid Pro Tools 110 exam and earn official Avid 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-P28	Symphony Strings
MUS-P77	Advanced Guitar Ensemble
THE-37	Musical Theater Techniques

**MUS-12 - Applied Piano II  
(C-ID MUS 160)****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 instruction for students preparing to audition, or who wish to perform in a recital or study at an advanced level. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory.

**MUS-19 - Music Appreciation  
(C-ID MUS 100)****3 units**  
UC, CSU*Prerequisite: None.*

A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. Students may not receive credit for both MUS-19 and MUS-19H. 54 hours lecture.

**MUS-20 - Great Composers and Music Masterpieces  
before 1820****3 units**  
UC, CSU*Prerequisite: None. Advisory: ENG-1A or 1AH.*

Emphasis on biography, history, and masterpieces of classical in European music from its inception to 1820 with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the 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.*

Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. The content focuses on writing about great composers and listening to their music in the historical context, from Beethoven through the 21st century. Begins with Beethoven's late period and continues with European traditions throughout the 19th century. Music in the Americas and in Europe is included in the study of the 20th and 21st centuries. 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 and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 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. (Riverside only)

**MUS-27 - Amadeus Chamber Ensemble** **1 unit**  
(C-ID MUS 180) 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**  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of symphony orchestra literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-29 - Concert Choir** **1 unit**  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first day of class.*

This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (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. 54 hours laboratory.

**MUS-31 - College Choir** **1 unit**  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

A vocal ensemble of mixed voices dedicated to the study, rehearsal and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory.

MUS-32A, B, C, and D are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.

**MUS-32A - Class Piano I** **1 unit**  
UC, CSU

*Prerequisite: None.*

This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire and style study. 54 hours laboratory.

**MUS-32B - Class Piano II** **1 unit**  
UC, CSU

*Prerequisite: MUS-32A or the equivalent.*

Continuation of the skills studied in MUS-32A focusing on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory.

**MUS-32C - Class Piano III****1 unit**  
UC, CSU*Prerequisite: MUS-32B or the equivalent.*

Continuation of the skills studied in MUS-32B focusing on keyboard techniques required for playing major and minor scales, diatonic chord progressions, harmonizing melodies, transposing, accompanying, score reading, reading chord symbols, sight reading and performance of intermediate-level piano learning pieces. 54 hours laboratory.

**MUS-32D - Class Piano IV****1 unit**  
UC, CSU*Prerequisite: MUS-32C or the equivalent.*

Culmination of keyboard skills previously studied focusing on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory.

**MUS-33 - Vocal Jazz Ensemble  
(C-ID MUS 180)****2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of vocal jazz literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-34 - Vocal Jazz Lab  
(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in 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  
(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of baroque and classical vocal literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (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.*

This course is for the study, rehearsal, and public performance of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option)

**MUS-37 - Class Guitar****1 unit**  
UC, CSU*Prerequisite: None.*

Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory.

**MUS-38 - Beginning Applied Music I  
(C-ID MUS 160)****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 and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 6.75 hours a week in a combination of individualized practice, lessons and concert attendance. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory.

**MUS-39 - Applied Music I  
(C-ID MUS 160)****3 units**  
UC, CSU*Prerequisite: None.**Corequisite: Enrollment in a two- or three-unit performance class.**Limitation on enrollment: Audition on or before the first class meeting.*

Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory.

**MUS-40 - Class Percussion****1 unit**  
UC, CSU*Prerequisite: None.*

Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. 54 hours laboratory.

**MUS-41 - Chamber Singers  
(C-ID MUS 180)****2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature for vocal chamber ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-42 - Wind Ensemble  
(C-ID MUS 180)****2 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of wind ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

MUS-43A, B, and C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII of the catalog regarding course repeatability and repetition.

**MUS-43A - Jazz Improvisation and Theory I** **1 unit**  
UC, CSU

*Prerequisite: None.*

This beginning course focuses on basic jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option)

**MUS-43B - Jazz Improvisation and Theory II** **1 unit**  
UC, CSU

*Prerequisite: MUS-43A.*

This intermediate course further develops the skills introduced in MUS-43A, focusing on intermediate jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option)

**MUS-43C - Jazz Improvisation and Theory III** **1 unit**  
UC, CSU

*Prerequisite: MUS-43B.*

This advanced course further develops the skills introduced in MUS-43B, focusing on advanced jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option)

**MUS-44 - Jazz Ensemble** **2 units**  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-45 - Marching Band Woodwind Methods** **1 unit**  
UC, CSU

*Prerequisite: None. Corequisite: Concurrent enrollment in 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. (TBA option)

**MUS-46 - Marching Band Brass Methods** **1 unit**  
UC, CSU

*Prerequisite: None. Corequisite: Concurrent enrollment in 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. (TBA option)

**MUS-47 - Marching Band Percussion Methods** **1 unit**  
UC, CSU

*Prerequisite: None. Corequisite: Concurrent enrollment in 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. (TBA option)

**MUS-48 - Marching Band** **3 units**  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of literature for marching band, with an emphasis on the development of skills needed to perform within a marching band. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-49 - Indoor Marching Percussion** **3 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and performance of indoor marching percussion literature, with an emphasis on the development of skills needed to perform within an indoor marching percussion ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-50 - Master Chorale** **1 unit**  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-51 - Men's Ensemble** **1 unit**  
(C-ID MUS 180) 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

*Corequisite: Concurrent enrollment in or prior completion of 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. 27 hours laboratory. (TBA option)*

**MUS-53 - Keyboard Proficiency****1 unit**  
UC, CSU*Prerequisite: MUS-32D or the equivalent.*

Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory.

**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 (C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-56 - Intersession Concert Band****.5 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Study and rehearsal of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option)

**MUS-57 - Gospel Singers (C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

A mixed voices chorus for the study, rehearsal, and public performances of anthems, spirituals, and gospel music (traditional/contemporary). Emphasis is on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This course is repeatable for credit the maximum times allowable by regulation. 54 hours laboratory.

**MUS-58 - Gospel Choir (C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

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**  
UC, CSU*Prerequisite: None. Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment.*

This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to perform within a marching band at local, regional, and international public events. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-60 - Summer Marching Band Clinic****1 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment*

This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to participate in a marching band program. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option.)

**MUS-61 - Auxiliary Marching Units****3 units**  
CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the rehearsal and performance of rifle, flag, and dance units auxiliary to the marching band, with an emphasis on the development of skills needed to perform within a marching band. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-62 - Woodwind Techniques for Marching Band****1 unit**  
UC, CSU*Prerequisite: None.**Corequisite: Concurrent enrollment in 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. (TBA option)

**MUS-63 - Brass Techniques for Marching Band****1 unit**  
UC, CSU*Prerequisite: MUS-46.**Corequisite: Concurrent enrollment in 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. (TBA option)



**MUS-64 - Percussion Techniques for Marching Band** 1 unit  
UC, CSU

*Prerequisite: MUS-47.*

*Corequisite: Concurrent enrollment in 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. (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-66 - Indoor Color Guard** 3 units  
CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the rehearsal and performance of rifle, flag, and dance units, with an emphasis on the development of skills needed to perform color guard routines in a gymnasium setting. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-67 - Community Chamber Ensemble** 1 unit  
(C-ID MUS 180) UC, 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  
(C-ID MUS 180) 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.*

Study, rehearsal, and public performance of orchestral literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-69 - Festival Choir** 1 unit  
(C-ID MUS 180) 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-70 - Guitar Lab Ensemble** 1 unit  
(C-ID MUS 180) UC, CSU

*Prerequisite: MUS-37.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory.

**MUS-71 - College Chorus** 1 unit  
(C-ID MUS 180) 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. Different literature will be studied each semester. 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. 17 hours lecture and 32 hours laboratory. (TBA option)

**MUS-73 - Vocal Jazz Singers** 2 units  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Study, rehearsal, and public performance of literature written for vocal jazz ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-74 - Jazz Proficiency** 1 unit  
UC, CSU

*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. 54 hours laboratory. (TBA option)



**MUS-75 - Advanced Vocal Ensembles**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**MUS-76 - Advanced Chamber Instrumental Ensembles****1.5 units**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Description: This course is for the study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option)

**MUS-77 - Guitar Ensemble**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
This course is for the study, rehearsal, and public performance of literature for classical guitar ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-78 - Beginning Applied Music II**  
(CID MUS 160)**2 units**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-79 - Applied Music II**  
(C-ID MUS 160)**3 units**  
UC, CSU*Prerequisite: None.*

*Corequisite: Enrollment in a two-unit performance course.*  
*Limitation on enrollment: Audition on or before the first class meeting.*  
Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. May be taken a total of four times. Not designed for beginning students. 162 hours laboratory. (TBA option)

**MUS-80 - Master Singers**  
(C-ID MUS 180)**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.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Study, rehearsal, and public performance of literature written for vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-82 - Wind Symphony**  
(C-ID MUS 180)**2 units**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*  
Description: Study, rehearsal, and public performance of wind symphony literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-83 - Advanced Chamber Choir**  
(C-ID MUS 180)**1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Advanced student chamber choir dedicated to the study, rehearsal and public performance of a variety of chamber choral literature. Activities may include concerts, festivals, radio and TV broadcasts and private appearances. May be taken a total of four times. 54 hours laboratory.

**MUS-84 - Jazz Orchestra****2 units**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting.*  
Study, rehearsal, and public performance of literature written for instrumental jazz orchestra, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-85 - Intersession Chamber Ensembles** .5 unit  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Study and rehearsal of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option)

**MUS-86 - Intersession Instrumental Ensembles** .5 unit  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*

Study and rehearsal of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option)

**MUS-87 - Applied Music Training** 1 unit  
(C-ID MUS 160) UC, CSU

*Prerequisite: None.*

Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory.

**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. Students may not receive credit for both MUS-89 and MUS-89A. 54 hours lecture.

**MUS-89H - Honors Music of Multicultural America** 3 units  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

An honors course that offers a comparative and integrative study of the multicultural musical styles of the United States. Includes the 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 a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, and computer-assisted instruction. Students may not receive credit for both MUS-89 and MUS-89H. 54 hours lecture.

**MUS-92 - Basic Piano** .5 unit  
UC, CSU

*Prerequisite: None.*

Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory.

**MUS-93 - The Business of Music** 3 units  
CSU

*Prerequisite: None.*

An overview of the business side of performing, recording, and publishing music. Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of song writing, 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. (TBA option)

**MUS-95 - Community Symphony Band** 1 unit  
(C-ID MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. The ability to sight read 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. (TBA option)

**MUS-97 - Pep Band****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on Enrollment: Audition on or before the first class meeting.*  
This course is for the study, rehearsal, and performance of pepband literature, with an emphasis on the development of skills needed to perform within a pep band. Different literature will be studied each semester. Participation in public performances at college events is required. May be taken a total of four times. 54 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

**MUS-P12 - Applied Piano I****(C-ID MUS 160)****3 units**  
UC, CSU*Prerequisite: None. Corequisite: MUS-P36 or enrollment in another one or two unit large ensemble course.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
Individual piano instruction for students preparing to audition, transfer, or for those who wish to perform in a recital. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option)

**MUS-P27 - Beginning String Techniques****1 unit**  
UC, CSU*Prerequisite: None.*

An exploratory study of the violin, viola, cello, and string bass in a classroom setting. Emphasis is on sound production, articulation and basic music sight reading and theory. No previous experience necessary. 54 hours laboratory.

**MUS-P28 - Symphony Strings****(C-ID MUS 180)****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. 108 hours laboratory. (TBA option)

**MUS-P36 - Piano Ensemble****(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*  
This course is for the study, rehearsal, and public performance of literature for piano ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-P44 - Jazz Lab Band****(C-ID MUS 180)****1 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and public performance of jazz ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-P76 - Advanced Piano Ensemble****1 unit**  
UC, CSU*Prerequisite: None**Limitation on Enrollment: Audition on or before the first class meeting.*

Study, rehearsal, and public performance of advanced literature for piano ensemble, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (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-77 four times.*

Study, rehearsal, and public performance of guitar ensemble literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-P84 - Jazz Lab Orchestra****(C-ID MUS 180)****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

See Ethnic Studies

## SCHOOL OF NURSING

The RCC School of Nursing (SON) offers a Nursing Assistant Training (NATP), Vocational Nursing (VN) and Associate Degree in Nursing/Registered Nursing (ADN/RN) programs, as well as a one year LVN-RN course of study. The NATP is approved by the California Department of Public Health (CDPH); the VN program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT); and the ADN/RN program is approved by the California Board of Registered Nursing (BRN) and accredited by the Accreditation Commission for Education in Nursing (ACEN). Information concerning nursing education can be obtained from these agencies: BRN, 1747 North Market Blvd., Suite 150, Sacramento, CA 95834, Website: [www.rn.ca.gov](http://www.rn.ca.gov); BVNPT, 2535 Capitol Oaks Dr. Sacramento, CA 95833, Website: [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov); ACEN, 3343 Peachtree Rd. N.E., Suite 850, Atlanta, GA. 30326; Website: [www.acenursing.org](http://www.acenursing.org); and CDPH, PO Box 997416, MS 3301, Sacramento, CA, 95899; phone number: 916-327-2445.

### 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 certification or licensure by the CDPH, BRN or BVNPT in accordance with Section 30 of the Business and Professions Code of Public Law 94-455 (42 USCA 405 (c) (2) (C)).

### FINGERPRINT REQUIREMENT

VN and RN graduates are required to submit Live Scan fingerprints in order to qualify for their national licensure examinations. Students enrolled in the NATP are required to have Live Scan clearance prior to the beginning of their program. Fingerprints are evaluated by the California Department of Justice, CDPH (NATP), and the FBI for clearance.

### Associate of Science Degree In Nursing (ADN) Program

The two-year program fulfills all the requirements for the Associate of Science Degree from RCC and qualifies the graduate to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), a national examination necessary for licensure as a registered nurse. The ADN Program prepares individuals for professional generalist nursing roles and for collaboration with other professionals and consumers in the delivery of holistic healthcare. 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 settings.

The ADN Program admits students on a bi-annual basis in August and February. Information on ADN Enrollment/Selection Policies and Procedures may be obtained by contacting the Enrollment and Evaluations Specialist, the Nursing Counselor located in the School of Nursing building or by visiting [www.rcc.edu/departments/schoolofnursing/Pages/School-Of-Nursing.aspx](http://www.rcc.edu/departments/schoolofnursing/Pages/School-Of-Nursing.aspx).

### RN EXPENSES/GENERAL INFORMATION

(All expenses are approximate)

1. Uniforms: \$250.
2. Books and supplies: \$2,500 for two years.
3. Supply bags: \$190.
4. Health Examination/Immunization: \$98-\$600. 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.
5. Background Check/Drug Screen: \$160. Students selected for the program must pass the background check and have a clear drug screen. A valid U.S. social security number is required to complete the background check.
6. Health Services, Student Services, Parking, and tuition fees each semester. See the current schedule of classes for the per semester cost.
7. Students must have a current CPR card certification (American Heart Association [AHA] Basic Life Support [BLS]) valid for the length of the program. If the CPR card expires prior to program completion, recertification is required: \$60 approximately.
8. 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.
9. Kaplan Testing Products (approximate cost \$540).

### APPLICATION TO THE PROGRAM

Applications are available at [www.rcc.edu/academicPrograms/nursing/process.cfm](http://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 by the application period deadline. 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 concerning foreign or transfer student requirements can be obtained from the School of Nursing office or the RCC 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 to applying to the ADN Program. Meeting minimum requirements of the program does not guarantee admission into the program.



**APPLICANT SELECTION**

Applicants to the ADN program will be selected based on a multicriteria point system. Please see the ADN information sheet available online or in the SON office for detailed information. Any questions about the enrollment and selection processes should be directed to the Nursing Enrollment and Evaluations Specialist or the Nursing Counselor.

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.

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 in relation to prohibition of discrimination on the basis of gender, age, race, color, nationality, origin religion, disability, or sexual orientation.

**Application Filing Period**

Applications and petitions may be obtained at [www.rcc.edu/academicprograms/nursing](http://www.rcc.edu/academicprograms/nursing) during the application filing period only. Dates are subject to change. Please verify current application filing period dates with the School of Nursing Office at (951) 222-8407.

Spring Semester - Application filing period is between the first business day of September to the first business day of October. Fall Semester -Application filing period is between the first business day of January to the first business day in February.

For complete information on applying to the program, and the selection process, please visit [www.rcc.edu/academicPrograms/nursing](http://www.rcc.edu/academicPrograms/nursing).

**MINIMUM REQUIREMENTS FOR ELIGIBILITY:**

1. RCC application on file and eligibility to attend RCC.
2. 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.
3. 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.
4. GPA of at least 2.5 in all general education coursed required for completion of the Associates Degree in Nursing.
5. 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. The required test for admission is the ATI TEAS. Study materials to prepare for this test are available at [www.atitesting.com](http://www.atitesting.com).

**Prerequisite Courses (15-25.5 units):**

1. \*Biology 1 (4 units)  
\*BIO-1 is the prerequisite for BIO-50A, but NOT a prerequisite for the ADN Program. If an A&P series has been completed previously at RCCD or at another college then BIO-1 is not required to enter the program.
2. \*Chemistry 2A or Chemistry 3 (4 units)  
\*Chemistry is a required prerequisite for the Microbiology (BIO-55) course offered at RCC.  
To meet the RCC ADN Program's requirement for eligibility, Chemistry may be satisfied by any of the following methods:

completion of Chem-2A or Chem-3; a grade of "3" or higher on the Chemistry AP test.

3. A minimum combined GPA of 2.5 for Traditional students and a minimum combined GPA of 2.3 for AP students is required in the following science courses:
  - a. Anatomy and Physiology (BIO-50A)-4 units
  - b. Anatomy and Physiology (BIO-50B)-4 units
 \*If the Anatomy and Physiology is a combined course, it must be completed at one institution. The total number of units must be equivalent to 8 semester units. Students with a baccalaureate degree are waived from the unit stipulation.
- c. Microbiology (BIO-55)-4 units
4. Completion of PSY-9 with a grade of "C" or better.
5. NRN-18 (2.5 units): AP/Transfer Students ONLY

See current enrollment requirements available in the SON office.

**Additional General Education Requirements (19 units)**

The following general education courses are not required for admission to the ADN Program; rather, they are required for the completion of the Associate of Science Degree in Nursing. Most students complete these requirements before entering the ADN 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 School of Nursing or the RCC Counseling Department to ensure full credit transfer.

	Units
__English Composition: English 1A/1AH	4
__American Institutions: (History 6/6H, 7/7H, 8, 9,15, 26, 28, 29, 30, 31, 34, 53; Political Science 1/1H or 5)	3
__Social and Behavioral Sciences; (Sociology 1/1H or Anthropology 2)	3
__Communications and Analytical Thinking; (Communication Studies 1/1H or 9/9H plus one of the following: CIS 1A-30; English 1B/BH; Math 1-49; Philosophy 11, Philosophy/Math32)	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 prerequisites 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.

**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.



**REQUIREMENTS TO PROGRESS IN THE ADN NURSING PROGRAM**

Nursing students are mandated by the California Board of Registered Nursing to meet minimum course requirements to be eligible for NCLEX-RN administered by the National Council of State Boards of Nursing (NCSBN). A minimum grade of "C" in theory and a satisfactory clinical evaluation in each nursing course are required for the student to advance from one semester to the next.

**READMISSION POLICY**

A student who at any time has been admitted to the ADN 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 a new clear background check. Petitions may be obtained from [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/). A student who withdraws due to unsatisfactory performance or receives a grade of less than "C" in the ADN Program will be allowed to be readmitted according to the RCC School of Nursing Prioritization of Readmission/Transfer/Advanced Placement/ Deferral Candidates. Refer to RCC Nursing Student Handbook which is available online at [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) 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 timeliest fashion. There is no promise or guarantee as to when a space will be available for readmission.

**Transfer Students**

Students transferring from another nursing program must submit the following with their nursing application:

- Official up-to-date (within 90 days) transcript for the nursing program from which they are transferring.
- Course outlines and syllabi from completed nursing courses.
- Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment and Evaluation Specialist.
- Personal letter describing reasons for wanting to transfer to this program.

Transfer students are also required to complete Nursing 18 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 FOR MILITARY-TRAINED HEALTH CARE PERSONNEL**

Individuals who have held Military Healthcare Occupations, specifically: Basic Medical Technician Corpsman (Navy HM or Air Force BMTCP), Army Health Care Specialist (68W Army Medic) or Air Force Independent Duty Medical Technician (IMDT 4N0X1c) may achieve advanced placement (AP) into the 2nd year of the associate degree registered nursing program with documentation of education and experience qualifying them for the specific Military Healthcare Occupation and upon successful completion of the AP challenge exam, Clinical Competency Assessment testing, and dosage calculation exam. Any questions about the upcoming process should be directed to the Nursing Enrollment and Evaluations Specialist or the Nursing Counselor.

**CHALLENGE POLICIES/30-UNIT COMPLETION OPTION FOR LVN'S**

Students with previous nursing education or experience are eligible to petition for advanced placement in the ADN Program. Additionally, a 30-unit completion option is available to Licensed Vocational Nurses per the California BRN Code of Regulations 1429. However, it is important to note that LVNs choosing to take the 30 unit option can never be qualified as graduates of the RCC ADN 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.

**REGISTERED NURSE (RN)****RCC ADN CURRICULUM**

Please access the link below for complete information on the RCC ADN Program's mission, philosophy, major curriculum concepts, and program student learning outcomes. [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/)

Effective Fall 2019 the number of units required to complete the ADN Nursing courses only will decrease from 40 to 39 units, with some movement of content from one nursing course to another. See the School of Nursing office for more information.

**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-directed practice and mastery of nursing skills necessary for providing quality, safe, evidence-based patient-centered care. Provides instructional guidance to assist students to refine newly acquired knowledge, skills, and attitudes to develop expected competency of entry-level nurses. 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-directed practice and mastery of nursing skills necessary for providing quality, safe, evidence-based patient-centered care. Provides instructional guidance to assist students to refine newly acquired knowledge, skills, and attitudes to develop expected competency of entry-level nurses. 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-directed practice and mastery of nursing skills necessary for providing quality, safe, evidence-based patient-centered care. Provides instructional guidance to assist students to refine newly acquired knowledge, skills, and attitudes to develop expected competency of entry-level nurses. 108 hours laboratory. (TBA option)(Pass/No Pass only.)

**NRN-11- Foundations of Nursing Practice Across the Lifespan 9.5 units CSU**

*Prerequisite:* BIO-50A, BIO-50B, BIO-55 and PSY-9.

*Corequisite:* Concurrent enrollment in NRN-11A.

*Advisory:* ENG-1A and COM-1 or COM-9 and CIS-80 or CIS-84.

*Limitation on enrollment:* Acceptance in the Associate Degree Nursing Program.

Foundational concepts necessary for providing 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; the nurse's role in providing basic care for patients with alterations in health, foundations of critical thinking as applied in nursing and healthcare; 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 hours lecture and 243 hours laboratory. (Letter Grade only.)

**NRN-11A - Nursing Learning Laboratory .5 unit CSU**

*Prerequisite:* BIO-50A, BIO-50B, BIO-55 and PSY-9.

*Corequisite:* Concurrent enrollment in NRN-11.

*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. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-11B - Nursing Learning Laboratory 1 unit**

*Prerequisite:* BIO-50A, BIO-50B, BIO-55 and PSY-9.

*Corequisite:* Concurrent enrollment in NRN-11.

*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:* BIO-50A, BIO-50B, BIO-55 and PSY-9.

*Corequisite:* Concurrent enrollment in NRN-11.

*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 Health Specialty/Pathophysiology/Pharmacology II 8 units CSU**

*Prerequisite:* NRN-11.

*Corequisite:* Concurrent enrollment in NRN-12A.

*Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

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 CSU**

*Prerequisite:* NRN-11.

*Corequisite:* Concurrent enrollment in NRN-12. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

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) (Pass/No Pass only.)

**NRN-12B - Nursing Learning Laboratory 1 unit**

*Prerequisite:* NRN-11.

*Corequisite:* Concurrent enrollment in NRN-12. *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. 54 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-12C - Nursing Learning Laboratory 2 units**

*Prerequisite:* NRN-11.

*Corequisite:* Concurrent enrollment in NRN-12.

*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-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. 108 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-13 - Acute and Chronic Illness I/  
PathophysiologyII/Pharmacology III** **2.5 units**

CSU

*Prerequisite:* NRN-12. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

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 clinical settings. 18 hours lecture and 81 hours laboratory.

**NRN-18 - Transition Course for Advanced  
Placement Students** **2.5 units**

*Prerequisite:* None.

*Limitation on enrollment:* Must be an LVN and currently enrolled in the Associate Degree Nursing Program.

An introduction to the 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 LVNs with transition to the Associate Degree Nursing Program. 27 hours lecture and 54 hours laboratory. (TBA option) (Non-degree credit course)

**NRN-20 - National Council Licensure Examination  
for Registered Nurses (NCLEX-RN)** **.5 unit**

CSU

*Prerequisite:* None.

*Limitation on enrollment:* Eligible for the NCLEX-RN.

This twelve-hour workshop is offered to help students in Associate of 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. 12 hours lecture. (Pass/No Pass only.)

**NRN-21 - Acute Care and Chronic  
Illness II/Mental Health** **9 units**

CSU

*Prerequisite:* NRN-13. *Corequisite:* Concurrent enrollment in NRN-21A.

*Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

Focuses on concepts necessary for safe, patient-centered nursing care to a developmentally and culturally diverse patient population experiencing various acute and chronic medical/surgical and mental health 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 medical/surgical settings and acute and chronic mental health care settings. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 243 hours laboratory.

**NRN-21A - Nursing Learning Laboratory** **.5 unit**

CSU

*Prerequisite:* NRN-13. *Corequisite:* Concurrent enrollment in NRN-21. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

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 to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-21B - Nursing Learning Laboratory** **1 unit**

*Prerequisite:* NRN-13. *Corequisite:* Concurrent enrollment in NRN-21.

*Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

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 to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-21C - Nursing Learning Laboratory** **2 units**

*Prerequisite:* NRN-13. *Corequisite:* Concurrent enrollment in NRN-21.

*Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

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 to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-22 - Integrated Care Across the Lifespan** **9 units**

CSU

*Prerequisite:* NRN-21. *Corequisite:* Concurrent enrollment in NRN-22A.

*Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

Focuses on concepts necessary for safe, patient-centered nursing care to developmentally and culturally diverse patient populations experiencing complex alterations in health across the lifespan. 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 specifically to care for patients experiencing complex alterations in health at all ages. The course is designed to prepare students to function as an entry-level professional nurse generalist upon completion. Application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 72 hours lecture and 270 hours laboratory.

**NRN-22A - Nursing Learning Laboratory****.5 unit**  
**CSU**

*Prerequisite:* NRN-21. *Corequisite:* Concurrent enrollment in NRN-22. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program or Vocational Nursing Program.

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned. 27 hours laboratory. (TBA option) ( Pass/No Pass only.)

**NRN-22B - Nursing Learning Laboratory****1 unit**

*Prerequisite:* NRN-21. *Corequisite:* Concurrent enrollment in NRN-22. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-22C - Nursing Learning Laboratory****2 units**

*Prerequisite:* NRN-21. *Corequisite:* Concurrent enrollment in NRN-22. *Limitation on enrollment:* Enrollment in the Associate Degree Nursing Program.

An on-campus laboratory designed for structured practice and application of nursing skills necessary for providing safe patient-centered care. Provides learning opportunities which facilitate students integration of nursing skills, knowledge, and critical thinking ability required for entry level nursing practice. Various multimedia, computer-assisted instructional materials, and human patient simulation (HPS) which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-degree credit course. 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. 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 patients across the lifespan. Computation of dosage problems encountered in nursing practice. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 15 contact hours. California BRN provider number 00100. 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. 108 laboratory hours.

**NRN-100 - Essentials of Nursing Practice****1.5 units**

*Prerequisite:* NRN-11 or NVN-52. *Corequisite:* NRN-107.

Reinforces and builds upon the essentials of fundamental nursing practice and facilitates further development of students' critical thinking, clinical reasoning and judgment. Focus on the use of nursing process, safe medication administration practices, documentation of care, and fosters students' recognition and understanding of the relationships that exist between clinically contextualized case situations and their role as a nursing in planning and providing quality, safe, evidence-based nursing care. 27 hours lecture.

**NRN-107 - Essentials of Nursing Practice Laboratory****0.5 units**

*Prerequisite:* NRN-11A or NVN-52A. *Corequisite:* NRN-100.

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 previously acquired skills and develop the competency level expected of beginning novice level nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. 27 hours laboratory. (TBA option)

**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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)



**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 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 (BIO-45), 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.

- 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. Admission to Riverside Community College District must also be completed.
  - 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.
  - A cumulative grade point average of at least a 2.0 ("C") in all college course work attempted.
  - 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 even if prerequisite courses are in progress: Psychology 9, NVN 55 A and B, and/or Anatomy and Physiology (BIO-45). Note: No waiting list is maintained. Therefore, a new application is necessary each year.
- The following must be met in order to be considered for acceptance to the program.
  - Anatomy and Physiology (BIO-45) or BIO-50A and BIO-50B or equivalent.
  - Nursing 55A and B
  - Psychology 9
  - 100% on Nursing Program Arithmetic Proficiency Exam.
  - Be at least 17 years of age (Section 2866a, VN Practice Act).
  - Possess a current CNA Certificate.

Students must complete a combined series of Anatomy and Physiology at one institution.
- Application to the VN program. Applications can be obtained online at: [www.rcc.edu/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) and submitted to the Nursing Evaluation and Enrollment Specialist, Riverside City College.

**VN PROGRAM EXPENSES (All expenses are approximate)**

- Uniform: \$250.
- Books and supplies: \$1,700.
- Supply bags: \$170.
- Health examination/immunizations \$98-\$600. 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.

- Per Semester: Health Services, Student Services, Parking, and Enrollment fees, see current schedule of classes for the per semester fees.
- Students must have current CPR certification (Heart Association /BLS Healthcare Provider Course). If the CPR card expires prior to the end of the semester or intersession, recertification is required prior to enrollment- \$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.
- \*Background check and drug screen must be clear prior to participation in clinical courses. Fee: approximately \$160.
- Kaplan Testing Products: Approximately \$350.  
\* Fees are subject to change.

**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 (Nursing 52, 55 A/B, 60, 61, 62, 63, 70, and 71), the student will be ineligible to continue in the program and must reapply to the vocational nursing program. Readmission will be granted on a space available basis according to RCC School of Nursing Prioritization/Transfer/Advance Placement/Deferral Candidate policy.

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/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) 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/departments/schoolofnursing/](http://www.rcc.edu/departments/schoolofnursing/) 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 timeliest fashion, there is no promise of 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-52 - Introductory Concepts of Vocational Nursing-Nursing Fundamentals 9.5 units

*Prerequisite:* BIO-45 or BIO-50A or BIO-50B, and NVN-55A and NVN-55B and PSY-9.

*Limitation on enrollment:* Admission to the Vocational Nursing Program.

Focus on provider of care role of the vocational nurse in assisting adults clients 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-55A - Vocational Nursing Practice and Nutrition 3 units Across the Lifespan

*Prerequisite:* None.

Focuses on the definition, functions, responsibilities, and roles of the vocational nursing student, and the Licensed Vocational Nurse as members of the interprofessional healthcare team. Introduces beginning concepts of getting started as a vocational nursing student, understanding the profession of vocational nursing, preparing for successful practice, and moving forward into the profession of a licensed vocational nurse. Introduces the essential nutritional concepts across the life span and therapeutic diet therapy. 54 hours lecture.

### NVN-55B - Principles of Pathophysiology 2 units

*Prerequisite:* BIO-45 or BIO-50A and BIO-50B.

The course provides the student with an introduction to the responses of the body to disease that affect basic human needs. Course topics include introduction to pathophysiology, inflammation and tissue repair, altered immunity, infection, genetic disorders, and altered cellular proliferation and differentiation. 36 lecture hours.

### NVN-60 - Intermediate Vocational Nursing Foundations-Nursing Process/Communication 1 unit

*Prerequisite:* BIO-45 or BIO-50A and BIO-50B, NVN-55A, and NVN-55B and PSY-9.

*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 patients' basic human needs that require nursing intervention. Problem solving skills are explored in relation to the nursing process. The communication process, with emphasis on therapeutic communication, is studied in relationship to the nursing process, with beginning application to patients in various stages of the life cycle. Review of the Riverside City College Vocational Nursing Program philosophy and major curriculum concepts. 18 hours lecture.

### NVN-61 - Intermediate Concepts of Vocational Nursing-Care of the Family 6 units

*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 Nursing-Medical/Surgical 12 units

*Prerequisite:* NVN-61.

Application of the nursing process to the care of patients 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 patients 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 that impact 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 Nursing-Mental Health 3 units***Prerequisite: NVN-61.*

Application of the nursing process and principles of mental health in the care of patients, 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 patients throughout the life cycle. Emphasis in the clinical experience will be on understanding and refining communication skills with patients 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- Role Transition 1 unit***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 Vocational Nursing Foundations-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 and critical care situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and leadership/supervision 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.*

An introduction to the basic principles of pharmacology with a focus on pharmacokinetics, pharmacodynamics, and therapeutic implications for major drug classifications, including complementary alternative therapies and over-the-counter preparations. Emphasis on medication administration guidelines, application to clinical nursing practice, safety, and adverse effects of medications. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 45 contact hours. California BRN provider number 00100. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**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 City College School of 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. 27 hours lecture. (Pass/No Pass only) Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 22.5 contact hours. California BRN provider number 00100.

## Nursing Assistant Training Program (NATP) - (Certified Nursing Assistant)

**HET - 80 - Nursing Assistant Training Program (NATP) 6 units**

*Prerequisite: None.*

*Limitation on enrollment: Must demonstrate a minimum of a sixth grade reading level on the Nelson-Denney Reading Test; required LifeScan fingerprint submission to meet the background clearance standards as per the California Department of Public Health and Safety; a clear drug screen; current American Heart Association BLS certification; required immunizations and titers; and signed medical clearance from healthcare provider, uniform and student ID badge. Must be at least 17 years of age.*

Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nursing assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of nursing assistants (NAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory.

## OCEANOGRAPHY

**OCE-1 - Introduction to Oceanography 3 units**  
UC, CSU

*Prerequisite: None. Advisory: MAT-35.*

Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, Coriolis effect, 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. Advisory: MAT-35.*

*Corequisite: Concurrent enrollment in or prior completion of 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. Topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; dynamic topography and waves and tides. 54 hours laboratory.

## OFFICE ADMINISTRATION

See 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, and 68 and 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## PHILOSOPHY

**PHI-10 - Introduction to Philosophy** 3 units  
(C-ID PHIL 100) UC, CSU

*Prerequisite: None. Advisory: ENG-50 or 80.*

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  
(C-ID PHIL 100) 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. Advisory: REA-82.*

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  
(C-ID PHIL 120)****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.**Advisory: ENG-50 or 80 or REA-83.*

An introduction to the influence of African philosophy and thought in the speeches and writings of influential African American thinkers. The course surveys the core principles of African philosophy and their presence in the modern texts related to significant movements in African American history, culture, and politics. African, African American and Caribbean sources are used to provide a comparative perspective. Total of 54 hours lecture.

**PHI-19 - Native American Thought****3 units**  
UC, CSU*Prerequisite: None.*

Philosophical and religious beliefs and practices of Native Americans. Explores Native American history and thoughts regarding man and nature. Emphasis placed on Native American thought and its relevance to contemporary problems and conflicts between American society and government and American Indian culture. 54 hours lecture.

**PHI-32 - Introduction to Symbolic Logic  
(Same as MAT-32) (C-ID PHIL 210)****3 units**  
UC, CSU*Prerequisite: None.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

**PHI-33 - Introduction to Social and Political  
Philosophy****3 units**  
UC, CSU*Prerequisite: None. Advisory: Qualification for ENG-1A.*

An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communist and modern political philosophy. 54 hours lecture.

**PHI-35 - Philosophy of Religion  
(Same as HUM-35)****3 units**  
UC, CSU*Prerequisite: None. Advisory: PHI-10 or 10H, or 11 and REA-83 and qualification for ENG-1A.*

An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture.

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**PHOTOGRAPHY**

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**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.)

**PHO-9 - Intermediate Photography****3 units**  
CSU*Prerequisite: PHO-8 or 20.*

An intermediate course in photography emphasizing the 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, data asset management in a digital darkroom and production of fine art prints. Students must provide their own digital camera with aperture and shutter controls or a 35-mm film camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. Material fee: \$15.

**PHO-10 - Advanced Photography****3 units**  
CSU*Prerequisite: PHO-9.*

Advanced concepts of digital photography for professionally-oriented photography students. Increases proficiency in the capture of images with both natural and artificial light sources. Professional quality inkjet printing utilizing printing profiles. Students required to provide their own digital camera with aperture and shutter controls. 36 hours of lecture and 54 laboratory hours. Material fee: \$15.



**PHO-12 - Photojournalism** **3 units**  
(Same as JOU-12) (C-ID JOUR 160) **CSU**

*Prerequisite: PHO-9.*

Introduction to photojournalism and the photo journalistic style of street shooting as a means for communicating visual information in print and digital media. Emphasis on using photographs to tell a story. Discussion of the professional, legal and ethical responsibilities of the photojournalist. Students required to provide a digital camera with manual controls. 36 hours lecture and 54 hours laboratory. (Material fee: \$15).

**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, post-processing and output of color photographs. Includes color theory, analysis of light sources, color spaces, digital workflow, history of color photography and exposure to the work of contemporary color photographers. Students required to provide their own digital camera with aperture and shutter controls. 36 hours of lecture and 54 laboratory hours. Material fee: \$15.

**PHO-18 - Photographic Editing and Printing** **2 units**  
**CSU**

*Prerequisite: None*

A course in the theory and practice of using software applications, primarily Adobe Lightroom and Adobe Photoshop, to view, organize, edit and print digital photographs and digitally scanned photographs. Students will learn about creating catalogs and using filters for organization, using and controlling output of metadata, destructive and non-destructive editing, integrating the post-processing capabilities of Adobe Lightroom and Adobe Photoshop, creating photobooks, slide shows, geolocation mapping, and creating identity plates for their photographs. 27 hours lecture and 27 hours laboratory.

**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-67 - Business Practices for Photographers** **3 units**  
(Same as BUS-67) **CSU**

*Prerequisite: None.*

This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture.

**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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

Also see JOURNALISM

**PHYSICAL EDUCATION**

See Kinesiology

## PHYSICAL SCIENCE

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### 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 (Same as GEG-5) (C-ID GEOG 130)

**3 units**  
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.

## PHYSICS

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### PHY-2A - General Physics I

**4 units**  
(C-ID PHYS 100S = PHY-2A + PHY-2B) (C-ID 105) UC\*, CSU

*Prerequisite: None.*

*Corequisite: Concurrent enrollment in or prior completion of MAT-1A.*

Meets the requirements for students majoring in biological science, including pre-medical or pre-dental students. This course examines: properties of matter; study of kinetics and mechanics, including Newton's laws, energy, momentum and rotational motion; fluid mechanics; gravitation; study of oscillatory motion; study of wave motion, including sound waves. 54 hours lecture and 54 hours laboratory.

### PHY-2B - General Physics II

**4 units**  
(C-ID PHYS 100S = PHY-2A + PHY-2B) UC\*, CSU

*Prerequisite: PHY-2A.*

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss' Law, current, Ohm's Law, capacitance and inductance, Faraday's Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option)

### PHY-4A - Mechanics

**4 units**  
(C-ID PHYS 205) UC\*, CSU  
(C-ID PHYS 200S=PHY-4A+PHY-4B+PHY- 4C+PHY-4D)

*Prerequisite: None.*

*Corequisite: Concurrent enrollment in or prior completion of MAT-1A.*

Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory.

### PHY-4B - Electricity and Magnetism

**4 units**  
(C-ID PHYS 210) UC\*, CSU  
(C-ID PHY 200S=PHY-4A+PHY-4B+PHY- 4C+PHY-4D)

*Prerequisite: PHY-4A.*

*Corequisite: Concurrent enrollment in or prior completion of MAT-1B.*

Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory.

### PHY-4C - Heat, Light and Waves

**4 units**  
(C-ID PHYS 200S=PHY-4A+PHY-4B+ PHY- 4C+PHY-4D) UC\*, CSU

*Prerequisite: PHY-4A. Corequisite: MAT-1B.*

Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction. 54 hours lecture and 54 hours laboratory.

### PHY-4D - Modern Physics

**4 units**  
(C-ID PHYS 200S=PHY-4A+PHY-4B+ PHY- 4C+PHY-4D) UC, CSU

*Prerequisite: PHY-4A.*

The study of special relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to the hydrogen atom. 72 hours lecture.

### PHY-10 - Introduction to General Physics

**3 units**  
UC\*, CSU

*Prerequisite: MAT-52.*

A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture.

### PHY-11 - Physics Laboratory

**1 unit**  
UC, CSU

*Prerequisite: None.*

*Corequisite: Concurrent enrollment in or prior completion of PHY- 10.*

An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. 54 hours laboratory.

## POLITICAL SCIENCE

### **POL-1 - American Politics** **3 units** **(C-ID POLS 110)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

### **POL-1H - Honors American Politics** **3 units** **(C-ID POLS 110)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

### **POL-2 - Comparative Politics** **3 units** **(C-ID POLS 130)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

### **POL-2H - Honors Comparative Politics** **3 units** **(C-ID POLS 130)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture.

### **POL-3 - Introduction to Politics** **3 units** **(C-ID POLS 150)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

An introduction to Political Science as a field of study and to the major concepts, theories, methods, 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, Political Theory as well as to methods of political science research. 54 hours lecture.

### **POL-4 - Introduction to World Politics** **3 units** **(C-ID POLS 140)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

### **POL-4H - Honors Introduction to World Politics** **3 units** **(C-ID POLS 140)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and -led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills—analysis, synthesis and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

### **POL-5 - The Law and Politics** **3 units** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture.

### **POL-6 - Introduction to Political Economy** **3 units** **(Same as ECO-6)** **UC, CSU**

*Prerequisite: None. Advisory: REA-83 and 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. Advisory: Qualification for ENG-1A.*

Current political issues are designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

**POL-8 - Introduction to Public Administration and Policy Development** 3 units  
UC, CSU

*Prerequisite: None. Advisory: REA-83 and 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 (C-ID POLS 120)** 3 units  
UC, CSU

*Prerequisite: None. Advisory: REA-83 and qualification for ENG-1A.*

This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture.

**POL-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

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**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

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**PSY-1 - General Psychology (C-ID PSY 110)** 3 units  
UC, CSU

*Prerequisite: None.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.

**PSY-1H - Honors General Psychology (C-ID PSY 110)** 3 units  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.



**PSY-2 - Biological Psychology** **3 units**  
(C-ID PSY 150) UC, CSU

*Prerequisite: PSY-1 or 1H.*

The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture.

**PSY-8 - Introduction to Social Psychology** **3 units**  
(C-ID PSY 170) 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**  
(C-ID PSY 180) UC, CSU

*Prerequisite: None.*

This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

**PSY-33 - Theories of Personality** **3 units**  
UC, CSU

*Prerequisite: None.*

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture.

**PSY-35 - Abnormal Psychology** **3 units**  
(C-ID PSY 120) 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.

**PSY-48 Statistics for the Behavioral Sciences** **3 units**  
(Same as SOC-48) UC, CSU  
(C-ID MATH 110) (C-ID SOCI 125)

*Prerequisite: MAT-35*

This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

**PSY-50 - Research Methods in Psychology** **4 units**  
(C-ID PSY 205B) UC, CSU

*Prerequisite: PSY-1 and MAT-12 or 12H.*

This course introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

## READING

**REA-2 - Flexible Reading** **2 units**  
CSU

*Prerequisite: None.*

Intended for readers who are interested in enhancing flexibility and effectiveness in comprehension, vocabulary, and study skills. Students practice utilizing a variety of comprehension strategies, including computer assisted instruction. 36 hours lecture. (Letter Grade, or Pass/No Pass option.)

**REA-3 - Reading for Academic Success** **3 units**  
CSU

*Prerequisite: None. Advisory: Qualification for ENG-1A.*

Intended to provide students with a review and study of reading skills at the college level. Students will receive instruction in fundamental, academic and discipline-specific reading skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**REA-4 - Critical Reading as Critical Thinking** **3 units**  
CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

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 - Foundations for College Reading** **3.5 units**  
*Prerequisite: None.*

Intended for students in need of basic remediation. Instruction in basic reading skills, along with individually prescribed practice work in which a wide range of material will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-82 - College Reading and Strategies** **3.5 units**  
*Prerequisite: REA-81 or qualifying placement level.*

Intended for students who experience significant difficulty in reading college-level materials. Instruction in reading skills at a less basic level than that required in REA-81, along with individually prescribed practice work, in which a wide range of materials will be utilized. 54 hours lecture and 36 hours laboratory. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)



**REA-83 - College Reading and Thinking** **3 units**

*Prerequisite: REA-82 or ESL-73 or qualifying placement level.*

Intended for students who experience moderate difficulty in reading college-level material. Instruction in reading skills at a more advanced level than those covered in REA-82. 54 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**REA-86 - Reading Strategies for Textbooks** **1 unit**

*Prerequisite: None.*

This course is intended for students currently enrolled in a lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course. Pass/No Pass only.)

**REA-90 - Accelerated College Reading** **5 units**

*Prerequisite: None.*

This course offers accelerated, intensive instruction in the academic reading expected in transfer and associate-degree courses. This course meets the graduation reading competency requirement. 90 hours lecture. (Non-degree credit course. Letter Grade or Pass/No Pass option.)

## REAL ESTATE

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**RLE-80 - Real Estate Principles** **3 units****CSU**

*Prerequisite: None.*

The fundamental real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## RUSSIAN

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**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

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**SOC-1 - Introduction to Sociology**  
(C-ID SOCI 110)**3 units**  
UC, CSU*Prerequisite: None. Advisory: ENG-50.*

An introduction to the basic concepts relating to the study of society. The course includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture.

**SOC-1H - Honors Introduction to Sociology**  
(C-ID SOCI 110)**3 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture.

**SOC-2 - American Social Problems**  
(C-ID SOCI 115)**3 units**  
UC, CSU*Prerequisite: None.*

Identification and analysis of major social problems confronting 20th century America; emphasizing, among other topics, urban and rural transformations; family life; minorities; criminal and delinquent behavior. 54 hours lecture.

**SOC-3 - Social Inequality****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**  
(C-ID SOCI 150)**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**  
(C-ID SOCI 130)**3 units**  
UC, CSU*Prerequisite: None.**Advisory: SOC-1 and ENG-50.*

Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

**SOC-15 - Women in American Society****3 units**  
UC, CSU*Prerequisite: None.*

An introduction to the sociology of women, emphasizing the social implications of the women's movement including the historical, political, and economic roots of women's subordination and liberation in the United States. The course includes analysis of women's roles in American society, including, but not limited to, the family, the workplace, politics, education, religion, and the law. 54 hours lecture.

**SOC-17 - Introduction to Public Mental Health**  
(Same as HMS-17)**3 units**  
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.

## SPANISH

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### SOC-20 - Introduction to Criminology

(C-ID SOCI 160)

*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.

**3 units**

UC, CSU

### 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. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

### SOC-25 - Introduction to the Sociology of Sex and Gender

(C-ID SOCI 140)

*Prerequisite: None.*

The social scientific study of sex and gender as it applies to human group behavior and social structures. Both a macro and micro level of analysis will be used to examine the effects of sex and gender in, but not limited to, the family, economic structures, politics, education, legal systems, and religion. 54 hours lecture.

**3 units**

UC, CSU

### SOC-48 Statistics for the Behavioral Sciences

(Same as PSY-48) (CID SOCI 125)

*Prerequisite: MAT-35*

This course introduces students to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture.

**3 units**

UC, CSU

### SOC-50 - Introduction to Social Research Methods

(C-ID SOCI 120)

*Prerequisite: SOC-1.*

Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture.

**3 units**

UC, CSU

### SPA-1 - Spanish I

(C-ID SPAN100)

*Prerequisite: None.*

*Advisory: Completion of placement test to assess level of proficiency in Spanish.*

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1, SPA-1H, or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**5 units**

UC\*, CSU

### SPA-1A - Spanish 1A

**2.5 units**

UC\*, CSU

*Prerequisite: None.*

*Advisory: Completion of placement test to assess level of proficiency in Spanish.*

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 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.*

*Advisory: Completion of placement test to assess level of proficiency in Spanish.*

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1B is equivalent to the second half of SPA-1. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 45 hours lecture and 9 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### SPA-1H - Honors Spanish I

(C-ID SPAN 100)

*Prerequisite: None.*

*Advisory: Completion of placement test to assess level of proficiency in Spanish.*

Limitation on enrollment: Enrollment in the Honors Program.

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. This honors course offers an enriched experience for accelerated students through limited

**5 units**

UC, CSU

class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-2 - Spanish 2** **5 units**  
(C-ID SPAN 110) **UC, CSU**

*Prerequisite: SPA-1, 1H, or 1B or qualifying placement level on the Spanish assessment test or the equivalent.*

Further development of basic skills in listening, reading, speaking, and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. This course includes expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3 - Spanish** **5 units**  
(C-ID SPAN 200) **UC\*, CSU**

*Prerequisite: SPA-2 or 2H or qualifying placement level on the Spanish assessment test or the equivalent.*

Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3N - Spanish for Spanish Speakers** **5 units**  
(C-ID SPAN 220) **UC\*, CSU**

*Prerequisite: SPA-2, 2H or qualifying placement level on the Spanish assessment test or the equivalent.*

Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-4 - Spanish 4** **5 units**  
(C-ID SPAN 210) **UC, CSU**

*Prerequisite: SPA-3 or 3N or qualifying placement level on the Spanish assessment test or the equivalent.*

Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-8 - Intermediate Conversation** **3 units**  
**UC, CSU**

*Prerequisite: SPA-2, 2H, 3, 3N or 4.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-11 - Spanish Culture and Civilization** **3 units**  
**UC, CSU**

*Prerequisite: None.*

Introductory survey of Spanish culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-12 - Latin American Culture and Civilization** **3 units**  
**UC, CSU**

*Prerequisite: None.*

Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, policies, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-13 - Spanish for Health Care Professionals** **5 units**  
**CSU**

*Prerequisite: None.*

This course is designed for health care professionals who want to learn basic phrases in Spanish as related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-51 - Introductory Listening Comprehension I** **2 units**

*Prerequisite: None.*

This course 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 course 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 course 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.)

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## SPEECH COMMUNICATION

See Communication Studies

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## SUPERVISION

See Management

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## TELECOMMUNICATIONS

See Film, Television and Video

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## THEATER ARTS

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**THE-2 - Play Practicum - Special Projects Laboratory I 1 unit**

**UC\*, CSU**

*Prerequisite: None. Advisory: Acting and production skills desirable based on a successful audition.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**THE-3 - Introduction to the Theater**

**(C-ID THTR 111)**

**3 units**

**UC, CSU**

*Prerequisite: None.*

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, play writing 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 based on a successful audition.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory.

**THE-5 - Theater Practicum**

**(C-ID THTR 191)**

**3 units**

**UC, CSU**

*Prerequisite: None. Advisory: Acting and production skills desirable based on a successful audition.*

A course in play production from casting to performance, including units in acting, set construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

**THE-6 - Advanced Theater Practicum**

**3 units**

**UC\*, CSU**

*Prerequisite: THE-5.*

Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory.

**THE-9 - Dramatic Literature-Script Analysis**

**(CID THTR 114)**

**3 units**

**UC, CSU**

*Prerequisite: None.*

A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture.

**THE-25 - Makeup for the Stage**

**(C-ID THTR 175)**

**3 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 108 hours laboratory.



<p><b>THE-26 - Directing for Stage</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><i>Prerequisite: None. Advisory: THE-32 or 33 or 37.</i></p> <p>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. 45 hours lecture and 27 hours laboratory.</p>	<p><b>THE-35 - Classical Acting with Emphasis in Shakespearean Verse</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><i>Prerequisite: THE-32 .</i></p> <p>Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. 36 hours lecture and 54 hours laboratory.</p>
<p><b>THE-29 - Musical Theater Appreciation</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p>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.</p>	<p><b>THE-36 - Improvisational Acting</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><i>Prerequisite: THE-32.</i></p> <p>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.</p>
<p><b>THE-30 - Voice and Movement for the Stage</b> <span style="float: right;"><b>2 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p>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.</p>	<p><b>THE-37 - Musical Theater Techniques</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>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. 36 hours lecture and 54 hours laboratory. (TBA option)</p>
<p><b>THE-32 - Acting Fundamentals-Theater Games and Exercises</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><b>(C-ID THTR 151)</b></p> <p><i>Prerequisite: None.</i></p> <p>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.</p>	<p><b>THE-38 - Auditioning for the Stage</b> <span style="float: right;"><b>1 unit</b> CSU</span></p> <p><i>Prerequisite: None.</i></p> <p>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.</p>
<p><b>THE-33 - Scene Acting: Creating a Role</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><b>(C-ID THTR 152)</b></p> <p><i>Prerequisite: THE-32.</i></p> <p>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.</p>	<p><b>THE-39 - Acting for the Camera</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><i>Prerequisite: None. Advisory: THE-32.</i></p> <p>Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. 45 hours lecture and 27 hours laboratory.</p>
<p><b>THE-34 - Scene Study in Various Theatrical Styles</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><i>Prerequisite: THE-32.</i></p> <p>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.</p>	<p><b>THE-41 - Elementary Stagecraft</b> <span style="float: right;"><b>3 units</b> UC, CSU</span></p> <p><b>(C-ID THTR 171)</b></p> <p><i>Prerequisite: None.</i></p> <p><i>Advisory: THE-2, 4, 5 and 6.</i></p> <p>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.</p>

**THE-44 - Theatrical Set Design****(C-ID THTR 172)****3 units****UC, CSU***Prerequisite: None. Advisory: 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. (TBA option)

**THE-46 - Theatrical Costume Design****(C-ID THTR 174)****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****(C-ID THTR 173)****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: 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-55 - Beginning Musical Theatre I****3 units****UC, CSU***Prerequisite: None**Limitation on Enrollment: Audition on or before first class meeting.*

An introductory exploration of Beginning Musical Theatre Techniques with an emphasis on contemporary musical theatre from 1964 to present day. Individual exercises in acting, movement and voice as related to contemporary musical theatre are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory.

**THE-56 - Beginning Musical Theatre II****3 units****UC, CSU***Prerequisite: None Advisory: THE-55**Limitation on Enrollment: Audition on or before first class meeting.*

Beginning Musical Theatre II is a continuation of Beginning Musical Theatre Techniques with emphasis on the applications of stylistic techniques for musical theatre ranging from 1895 to 1964. Individual exercises in acting, movement and voice as related to Early Broadway, Jazz Age, Golden Age, and Sondheim are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory.

**THE-57 - Intermediate Musical Theatre I****3 units****UC, CSU***Prerequisite: None. Advisory: THE-56**Limitation on Enrollment (e.g. Performance tryout or audition):**Audition on or before first class meeting.*

An in-depth study of Intermediate Musical Theatre Techniques with emphasis on the applications of the Pop/Rock genre of musical theatre performance. Individual exercises in acting, movement and voice as related to pop/rock in the 50's, 60's, 70's, 80's, Contemporary Pop/Rock, Country, Bluegrass, and Hip Hop genres are explored. 36 hours lecture and 54 hours laboratory.

**THE-58 - Intermediate Musical Theatre II****3 units***Prerequisite: None. Advisory: THE-57**Limitation on Enrollment: Audition on or before first class meeting.*

A continuation of Intermediate Musical Theatre Techniques with emphasis on script analysis and the business of musical theatre. Emphasis on scene study, callback technique, resume, head shot, demo reel, and website development are utilized. 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## WELDING

Some Welding courses have changed course numbers. The chart below reflects those changes.

Current Course Number	Former Course Number	Course Name
WEL-20	WEL-62	Blueprint Reading for Welders Trades
WEL-65A	WEL-15	Beginning Shielded Metal Arc Welding
WEL-65B	WEL-16	Advanced Shielded Metal Arc Welding
WEL-85A	WEL-61A	American Welding Society/Los Angeles City Welding I
WEL-85B	WEL-61B	American Welding Society/Los Angeles City Welding II
WEL-95A	WEL-55A	Introduction to Gas Tungsten Arc Welding
WEL-95B	WEL-55B	Advanced Gas Tungsten Arc Welding

### WEL-20 - Blueprint Reading for Welders 2 units (Formerly WEL-62)

*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-22 - Plate and Structural Layout 2 units CSU

*Prerequisite: WEL-65A.*

This is a course designed to develop the necessary skills and structural fabrication techniques on real or simulated metal construction projects. Emphasis will be on the safe operation of fabricating equipment as applied to structural steel components. 27 hours lecture and 27 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. 27 hours lecture and 27 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, and Flux-cored-arc-welding. Highlighting the differences and similarities in use and equipment. 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. 108 hours laboratory.

### WEL-65A - Beginning Shielded Metal Arc Welding 3 units (Formerly WEL-15) 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-65B - Advanced Shielded Metal Arc Welding 3 units (Formerly WEL-16) CSU

*Prerequisite: WEL-65A.*

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-75A - Gas Metal Arc Welding 3 units CSU

*Prerequisite: None*

A course in Gas Metal Arc Welding (GMAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory.

### WEL-75B - Flux Cored Arc Welding (FCAW) 3 units CSU

*Prerequisite: WEL-75A*

A course in Flux Cored Arc Welding (FCAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory.

**WEL-85A - American Welding Society/  
Los Angeles City Welding I** **3 units**  
(Formerly WEL-61A)

*Prerequisite:* WEL-65B or WEL-75B.

This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the students knowledge in code related subject matter as it pertains to the scope, design, prequalification, and qualification as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory.

**WEL-85B - American Welding Society/  
Los Angeles City Welding II** **3 units**  
(Formerly WEL-61B)

*Prerequisite:* WEL-65B or WEL-75B.

This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the student's knowledge in code related subject matter as it pertains to the fabrication, inspection, stud welding, strengthening and repairing of existing structures as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory.

**WEL-95A - Introduction to Gas Tungsten Arc Welding** **3 units**  
(Formerly WEL-55A)

*Prerequisite:* None.

Introduction to the theory, practical application and joining techniques used in Gas Tungsten Arc Welding (TIG) processes. Emphasis is placed on welding and joining of plate materials. 27 hours lecture and 81 hours laboratory.

**WEL-95B - Advanced Gas Tungsten  
Arc Welding (GTAW)** **3 units**  
(Formerly WEL-55B)

*Prerequisite:* WEL-95A.

Advanced theory, practical application and joining techniques used in Gas Tungsten Arc Welding. 27 hours lecture and 81 hours laboratory.

**WEL-115A - SMAW/GMAW Pipe Welding  
Fundamentals** **3 units**

*Prerequisite:* WEL-65B and WEL-75A and WEL-85A or WEL-85B

This advanced welding course is designed to utilize previously acquired welding skills and techniques on ferrous pipe in the rotated and fixed positions. Emphasis is placed on the welding of open groove pipe joints using the Shielded Metal Arc Welding (SMAW) and the Gas Metal Arc Welding (GMAW) processes. 27 hours lecture and 81 hours 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 instruction in work-related skills. 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. Students enrolling in WKX-200 are administratively moved to the appropriate general or occupational work experience course after the first class meeting 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 orientation and 60 hours of volunteer work experience (maximum of 240 hours) or 75 hours of paid work experience (maximum of 300 hours) are required for each enrolled unit. (Letter Grade or Pass/No Pass option.)

## 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 orientation 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 orientation and 60 hours of volunteer work experience or 75 hours of paid work experience are required for each enrolled unit.

## ZOOLOGY

See Biology



## 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.

## BUSINESS ADMINISTRATION

### **BUS-111 - Entrepreneurial Mindset** 0 units

*Prerequisite: None*

An exploration of social and business entrepreneurs, the traits that enable these individuals to thrive in vastly different cultures, and the important contributions made by these innovators. 18 hours lecture. (Pass/No Pass only.)

### **BUS-112 - Business Success Seminar** 0 units

*Prerequisite: None*

A comprehensive course designed to guide and empower Business Administration Cohort students with the skills and resources necessary to succeed academically and professionally. This course offers learning strategies for success in and out of the classroom and in business such as improved communication skills, confidence building, engaging with the local business community, and utilizing networking opportunities. 27 hours lecture. (Pass/No Pass only.)

### **BUS-113 - Solopreneurs: Personal Finance and Quickbooks Quickstart** 0 units

*Prerequisite: None*

Learn the basics of personal finance and QuickBooks for the self-employed. Key concepts will be addressed in attaining personal wealth, focusing on decision-making and establishing a plan. Additionally, the course will focus on business finance for the self-employed with an emphasis on how to invoice and accept payments, maximize tax deductions, and track income and expenses, miles, and reports. 9 hours lecture. (Pass/No Pass only.)

### **BUS-114 - Business Skills: Professional Communication Basics** 0 units

**(Same as CAT-114)**

*Prerequisite: None*

This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Pass/No Pass only.)

### **BUS-115-Business Skills: Professional Online Presence** 0 units

*Prerequisite: None*

This short course is designed to assist students with the development of a professional online persona/brand. Includes personal brand and reputation management for web and social media for business and professional networking with clients and customers. 9 hours lecture. (Pass/No Pass only.)

### **BUS-116-Business Skills: Managing the Customer Experience** 0 units

*Prerequisite: None*

This short course is designed to assist students with the development of the customer experience for business. Includes identification of elements, and planning designing the customer experience for business. 9 hours lecture. (Pass/No Pass only.)

### **BUS-117 - Business Skills: Professional Self-Management** 0 units

**(Same as CAT-117)**

*Prerequisite: None*

This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Pass/No Pass only.)

## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

### **CAT-114 - Business Skills: Professional Communication Basics** 0 units

**(Same as BUS-114)**

*Prerequisite: None*

This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Pass/No Pass only.)

### **CAT-117 - Business Skills: Professional Self-Management** 0 units

**(Same as BUS-117)**

*Prerequisite: None*

This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Pass/No Pass only.)

## COSMETOLOGY

### **COS-801 - Level VI Cosmetology Concepts** 0 units

*Corequisite: 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 instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (Pass/No Pass only.)



**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 instruction in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory. (Pass/No Pass only.)

**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. (Pass/No Pass only.)

**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) (Non-Credit Course) (Pass/No Pass only.)

**ENGLISH AS A SECOND LANGUAGE****ESL-801 - ESL Support for Career and Technical Programs****0 units***Prerequisite: None. Advisory: 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.)

**INTERDISCIPLINARY STUDIES****ILA-800 - Supervised Tutoring****0 units***Prerequisite: None. Corequisite: Student must be enrolled in at least one other non- tutoring course.*

This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (Non-degree, non-credit course.) (Pass/No Pass only.)

**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) (Non-Credit Course) (Pass/No Pass only.)

**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-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 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. (Non-Credit Course)

**SCE-811 - Drawing and Painting for Older Adults 0 units***Prerequisite: None.*

Designed for students 55 years and older. Will include 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. 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.*

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 laboratory. Positive Attendance. (Non-Credit Course)

**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 need. Topics can include general health, nutrition, consumer awareness, market trends/dietary fads, healthy food preparation and safety. Emphasis placed on nutrition and the role it plays throughout the aging process. 24 hours laboratory; Positive Attendance.

**SCE-834 - Weight Management 0 units***Prerequisite: None.*

Designed for older adults who desire to lose between 5 and 40 pounds. Emphasis on developing nutritionally sound eating habits to reduce weight by 1-2 pounds per week. 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.*

Offers students 55 years and older the opportunity to create and construct various crafts in an interactive and stimulating environment. Will feature crafts which offer an opportunity to use creative talents while retaining and continuing to develop fine motor skills and improve memory skills. Crafts featured may 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. (Non-Credit Course)

**SCE-842 - Needle Arts for Seniors****0 units***Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. Features a wide variety of needle arts instruction offering an opportunity to use creative talents while retaining and continuing to develop fine motor skills memory improvement and an opportunity to share backgrounds and family history through the various projects in a socially interactive environment. Needle arts may include: 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**

**FACULTY**

## RIVERSIDE COMMUNITY COLLEGE DISTRICT FACULTY LECTURE



### **ANN PFEIFLE PROFESSOR HISTORY**

Moreno Valley College History Professor Ann Pfeifle delivered the 58th Riverside Community College District Faculty Lecture. The Faculty Lecture series began in 1961, and each year Academic Senate members select the Distinguished Faculty Lecturer to present a spring lecture on a subject of their liking. Being selected as a lecturer is the highest honor faculty bestow on a colleague.

Pfeifle's lecture, Exploring Family – Where Does History Take Us, explored family history which has undergone a revolution of sorts over the last decade. Americans spend billions of dollars a year on direct-to-consumer genetic tests and thousands of hours online building internet family trees. Building on this trend, Pfeifle explored the potential benefits and the disputes associated with this renewed interest in genealogy and the production of family history by presenting her own experience with the company 23andMe and the impact of discovering her genes as a child of a closed adoption.

She also answered such questions as how do we define ourselves and present our family history? What makes us who we are – our

culture, our genes, our shared stories? How might our views of our community, nation and world change if we focus on the fact that we are 99.99 percent the same?

Pfeifle, who earned the rank of full professor in April of 2017, holds a master's degree in History from UC Riverside as well as undergraduate degrees from the University of Minnesota and Moorhead State. She joined the Riverside Community College District faculty in 2001 and was assigned classes at Moreno Valley College, Riverside City College and the California Rehabilitation Center in Norco as part of the District's Open Campus program. In addition, she worked with local historical organizations to promote connections between the colleges and the community, specifically the military community.

She is a four-time winner of the Outstanding Club Advisor award, and has advised Pride Alliance, Muslim Student Association, Young Americans for Liberty, and Students for Responsible Citizenry. She has also been honored as the Faculty of the Year (Humanities and Social Sciences) three times and has participated in the Puente Program and the Faculty Internship Program, serving as a mentor for students.



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

<p><b>ABBATE, NICOLE</b></p> <p>Associate Professor, Counseling</p> <p>B.A., California State University, Chico; M.S.W., California State University, Stanislaus. At Riverside Community College District since 2011.</p>	<p><b>APODACA, AUBREY</b></p> <p>Visiting Assistant Professor, Nursing</p> <p>A.D.N., Riverside City College; B.S.N. &amp; M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2016.</p>
<p><b>ACHARYA, SUREKHA</b></p> <p>Associate Professor, English</p> <p>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.</p>	<p><b>ARGUELLES, RUDOLPH</b></p> <p>Associate Professor, Kinesiology</p> <p>A.A., Riverside Community College; B.A., Arizona State University; M.Ed., Azusa Pacific University. At Riverside Community College District since 2005.</p>
<p><b>ALANIS, ISABEL</b></p> <p>Assistant Professor, Counseling</p> <p>B.A., University of California, Riverside; M.A., Loyola Marymount University. At Riverside Community College District since 2016.</p>	<p><b>ASHBY, HAYLEY</b></p> <p>Professor, Library Services, Network/ Multimedia Specialist</p> <p>B.A., University of California, Riverside; M.L.I.S., San Jose State University. At Riverside Community College District since 2001.</p>
<p><b>ALEXANDER, SHARON</b></p> <p>Associate Professor, Nursing</p> <p>A.S., Riverside Community College; B.S.N., M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2007.</p>	<p><b>AVALOS, DAVID</b></p> <p>Associate Professor, Culinary Arts</p> <p>B.V.E., California State University, San Bernardino, M.A., Florida International University. At Riverside Community College District since 2004.</p>
<p><b>ALJORD, HUDA</b></p> <p>Associate Professor, Arabic</p> <p>B.A., M.A., Damascus University. At Riverside Community College District since 2005.</p>	<p><b>AVILA, PATRICIA</b></p> <p>Associate Professor, Counseling</p> <p>B.A., University of California, Los Angeles; M.A., California State University, Dominguez Hills. At Riverside Community College District since 1997.</p>
<p><b>AMAYA, JENNIFER</b></p> <p>Assistant Professor, Music, Performing Arts</p> <p>B.M., California State University, Fullerton; M.M., California State University, Los Angeles. At Riverside Community College District since 2017.</p>	<p><b>BAIR, ASATAR</b></p> <p>Assistant Professor Economics</p> <p>B.A. &amp; Ph.D., University of Massachusetts, Amherst. At Riverside Community College District since 2016.</p>
<p><b>AMIDON, TUCKER</b></p> <p>Associate Professor, English</p> <p>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.</p>	<p><b>BARADARAN, ROBERT</b></p> <p>Associate Professor, Culinary Arts</p> <p>B.S., M.A., California State University, Long Beach. At Riverside Community College District since 2004.</p>
<p><b>ANDERSON, KIMBERLY</b></p> <p>Associate Professor, Nursing</p> <p>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.</p>	<p><b>BARNES, MICHEAL E.</b></p> <p>Associate Professor, Counseling</p> <p>A.A., Riverside Community College; B.A., University of California, Irvine; M.A., California State College, San Bernardino. At Riverside Community College District since 1981.</p>
<p><b>ANDRES, JAN</b></p> <p>Assistant Professor, English &amp; Media Studies</p> <p>B.A., University of California, Berkeley; M.A. &amp; Ph.D., Claremont Graduate University. At Riverside Community College District since 2014.</p>	<p><b>BERBER, ALICIA</b></p> <p>Assistant Professor, Kinesiology</p> <p>A.A., Riverside City College; B.A., Washington State University, Pullman; M.Ed., California State University, San Bernardino. At Riverside Community College District since 2016.</p>
<p><b>ANGUIANO, JOE W.</b></p> <p>Associate Professor, English</p> <p>B.A., California State University, Los Angeles; M.A., California State University, Fullerton. At Riverside Community College District since 1999.</p>	<p><b>BERNIER, DANIEL</b></p> <p>Associate Professor, Chemistry</p> <p>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.</p>

- BERRY, JOHN** Assistant Professor,  
Computer Information Systems  
B.S., California Baptist University; M.S., Western Governors University.  
At Riverside Community College District since 1993.
- BETTENCOURT, MADELINE** Assistant Professor,  
Cosmetology  
B.A., California State University, San Bernardino; M.S., Colorado State  
University. At Riverside Community College District since 2015.
- BLAIR, SCOTT** Associate Professor,  
Astronomy  
A.S., Riverside Community College; B.S., M.S., University of California,  
Riverside. At Riverside Community College District since 1994.
- BONZOMET, NIKKI P.** Associate Professor,  
Kinesiology  
A.S., Riverside Community College; B.G.S., Northern Arizona  
University; M.S., California State University, San Bernardino; M.S., Azusa  
Pacific University. At Riverside Community College District since 2001.
- BORSES, DANIEL** Assistant Professor,  
History  
B.A., University of California, Santa Barbara; M.A., California State  
University, Fullerton; Ph.D., University of California, Irvine. At Riverside  
Community College District since 2016.
- BOSHARA, JOSEPH** Assistant Professor,  
Geography  
B.S., B.A. & M.A., Ohio University. At Riverside Community College  
District since 2015. At Riverside Community College District since 2016.
- BOTTOMS, MEGAN** Coordinator,  
Student Activities  
B.A., Marian University; M.Ed., University of Louisville. At Riverside  
Community College District since 2017.
- BRAIMAN, LINDA** Associate Professor,  
Library Services  
B.S., University of California at Riverside; M.L.S., University of California  
at Los Angeles. At Riverside Community College District since 1990.
- BRAUTIGAM, KELLY** Associate Professor,  
Counseling  
B.A., University of California, Riverside; M.A., California State  
University, San Bernardino. At Riverside Community College District  
since 1999.
- 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  
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<b>NELSON, LEE</b>	<b>Associate Professor, Nursing</b>	<b>REIBLE, CARLA</b>	<b>Associate Professor, English/English as a Second Language</b>
A.S.N., San Bernardino Valley College; B.S.N., California State University, Fullerton; M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2001.		B.A., M.A., California State University, Long Beach; TESOL Certificate, University of California, Irvine. At Riverside Community College District since 1995.	
<b>O'CONNELL, PAUL</b>	<b>Assistant Professor, Career and Technical Education, Automotive Technology</b>	<b>REID, MIGUEL</b>	<b>Associate Professor, English as a Second Language</b>
Toyota T10 Instructor Credential. At Riverside Community College District since 1998.		B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2004.	
<b>O'NEILL, TERENCE J.</b>	<b>Associate Professor, Physics</b>	<b>REIMER, KIMBERLY</b>	<b>Associate Professor, Nursing</b>
B.S., M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.		A.D.N., Riverside Community College; B.S.N., M.S.N., Ed.D., University of Phoenix. At Riverside Community College District since 2007.	
<b>OSGOOD-TRESTON, BRIT</b>	<b>Associate Professor, English</b>	<b>RENDER, NICOLE</b>	<b>Assistant Professor, Nursing</b>
B.A., M.A., Chapman University; Ed.D., University of Southern California. At Riverside Community College District since 1998.		B.S.N., California State University, Long Beach; M.S.N., California State University, Dominguez Hills. At Riverside Community College District since 2016.	
<b>PARDEE, RONALD</b>	<b>Distinguished Professor, Management</b>	<b>REYES, ERNESTO</b>	<b>Associate Professor, Mathematics</b>
A.A., Riverside Community College; B.S., California Polytechnic University, Pomona; M.A., California State College, San Bernardino; Ed. D., University of La Verne. At Riverside Community College District since 1978.		B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2007.	
<b>PEARSON, FRANK</b>	<b>Instructor, Air Conditioning</b>	<b>REYNOLDS, JOSEPH</b>	<b>Associate Professor, Counseling</b>
A.A., Riverside City College. At Riverside Community College District since 2015.		B.S., Florida State University; M.H.S., Ed.D., University of Florida. At Riverside Community College District since 2001.	
<b>PELL, DIANA</b>	<b>Assistant Professor, Mathematics</b>	<b>RICHARD, CHARLES</b>	<b>Professor, Music</b>
B.S., University of California, Riverside; M.A., Boston College. At Riverside Community College District since 2013.		A.A., Riverside Community College; B.M., M.A., California State University, Los Angeles. At Riverside Community College District since 1990.	
<b>PEREZ, EDUARDO</b>	<b>Assistant Professor, Sociology</b>	<b>RICHARDSON, PAUL</b>	<b>Associate Professor, Chemistry</b>
A.A., Fullerton College; B.A., M.A. & Ed.D., California State University, Fullerton. At Riverside Community College District since 2015.		B.S., Lindenwood University; M.S., University of California, Riverside. At Riverside Community College District since 2008.	
<b>PESSAH, SAMUEL</b>	<b>Associate Professor, Italian</b>	<b>ROBINSON, NICHOLAS</b>	<b>Assistant Professor, Kinesiology</b>
B.A., M.A., University of California, Los Angeles. At Riverside Community College District since 2005.		B.A. & M.A., Concordia University. At Riverside Community College District since 2016.	
<b>PFENNINGER, MICHELE</b>	<b>Associate Professor, English</b>	<b>ROCILLO, JAMES</b>	<b>Assistant Professor, Music</b>
B.A., M.A., Loma Linda University. At Riverside Community College District since 1990.		At Riverside Community College District since 2016.	

<b>RODRIQUEZ, NICHOLAS</b>	<b>Assistant Professor of Career and Technical Education, Cosmetology</b>	<b>SANDOVAL, VICTOR</b>	<b>Associate Professor, Reading</b>
A.S., Citrus College. At Riverside Community College District since 2002.		A.A., Riverside Community College; B.A., University of California, Santa Barbara; M.S., California State University, Fullerton. At Riverside Community College District since 2006.	
<b>ROGERS, DENNIS A.</b>	<b>Associate Professor, Kinesiology</b>	<b>SARKIS, ROSEMARIE</b>	<b>Associate Professor, French</b>
B.A., California State Polytechnic University, Pomona; M.S., Azusa Pacific College. At Riverside Community College District since 1989.		B.A., St. Joseph University; M.A., California State University, Fullerton; M.A., Loyola Marymount. At Riverside Community College District since 1996.	
<b>ROMERO, CLARENCE</b>	<b>Associate Professor, Psychology</b>	<b>SCHINKE, WARD</b>	<b>Associate Professor, Political Science</b>
A.A., San Bernardino Valley Community College; B.A., M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 1987.		B.S., University of Wisconsin, Green Bay; M.A., University of Texas, Austin; Ph.D., University of California, Riverside. At Riverside Community College District since 1998.	
<b>ROMERO, ESTRELLA</b>	<b>Associate Professor, Communication Studies</b>	<b>SCHMIDT, STEVEN</b>	<b>Associate Professor, Music</b>
B.A., M.A., California State University, Fullerton; Ph.D., Claremont Graduate University. At Riverside Community College District since 2008.		B.M., California State University, Fullerton; M.M., University of Southern California. At Riverside Community College District since 2007.	
<b>ROSALES, CAROLYN</b>	<b>Assistant Professor, English</b>	<b>SCHULTZ, GARTH</b>	<b>Associate Professor, Counseling</b>
Master's Degree, English Literature, Cal State University, Sacramento, University of California, Los Angeles. At Riverside Community College District since 2016.		A.A., Riverside City College; B.S., University of Redlands; M.S., San Diego State University; M.A., Pepperdine University. At Riverside Community College District since 2009.	
<b>RUIZ, ROGELIO</b>	<b>Professor, Mathematics</b>	<b>SCOTT-COE, JO</b>	<b>Associate Professor, English</b>
B.S., MS., California State Polytechnic University, Pomona. At Riverside Community College District since 1986.		B.A., University of Southern California; M.A., California State Polytechnic University, Pomona; M.F.A., University of California, Riverside. At Riverside Community College District since 2008.	
<b>RUIZ, RONALD</b>	<b>Professor, Psychology</b>	<b>SCULLIN, PATRICK</b>	<b>Associate Professor, Applied Digital Media</b>
A.A., Imperial Valley College; B.A., M.S., University of California, San Diego; Ph.D., Walden University. At Riverside Community College District since 1996.		B.A., Brigham Young University; M.F.A., California State University, Fullerton. At Riverside Community College District since 2013.	
<b>RUSSELL, BROCK</b>	<b>Assistant Professor, Physics</b>	<b>SELL, KATHLEEN</b>	<b>Associate Professor, English</b>
B.S., Gettysburg College; M.S. & Ph.D., University of Maryland, College Park. At Riverside Community College District since 2017.		B.A., University of California, Riverside; M.A., Ph.D., Claremont Graduate University. At Riverside Community College District since 1996.	
<b>RUTH, CLIFFORD</b>	<b>Associate Professor, Communication Studies</b>	<b>SELICK, MARK</b>	<b>Professor, Political Science</b>
B.A., M.A., California State University, San Bernardino. At Riverside Community College District since 2008.		A.A., Glendale Community College; B.A., University of California, Berkeley; M.A., Ph.D., University of California, Irvine. At Riverside Community College District since 2006.	
<b>SANCHEZ, MARC</b>	<b>Associate Professor, Mathematics</b>	<b>SHIPWAY, STACY</b>	<b>Assistant Professor, Nursing</b>
B.S., University of Puerto Rico, Mayaguez; M. Phil., State University of New York, Stony Brook. At Riverside Community College District since 2005.		A.D.N., Fayetteville Technical Community College; B.S.N., California State University, Fullerton; M.S.N., California State University, San Bernardino. At Riverside Community College District since 2015.	
<b>SANDOVAL, CHRISTINE</b>	<b>Associate Professor, English</b>	<b>SIGLOCH, STEVEN M.</b>	<b>Associate Professor, Kinesiology</b>
B.A., University of California, Riverside; M.A., University of California, Riverside. At Riverside Community College District from 1998-2007 and since 2011.		B.S., University of Utah; M.A., Azusa Pacific University. At Riverside Community College District since 1998.	

<b>SIU, KWOKWAI</b>	<b>Assistant Professor, Applied Digital Media</b>	<b>SUZUKI, TAKASHI</b>	<b>Associate Professor, Japanese</b>
B.F.A., M.F.A., California State University, Fullerton. At Riverside Community College District since 2015.		B.A., Sophia University; M.Ed., Arkansas Tech University; Ph.D., The University of Texas at Austin. At Riverside Community College District since 1996.	
<b>SLOTA, DANIEL</b>	<b>Assistant Professor, Outreach Librarian</b>	<b>TAUBE, RHONDA</b>	<b>Professor, Art</b>
B.A. & M.L.S.I.T., San Jose State University. At Riverside Community College District since 2017.		B.A., M.A., Northern Illinois University; M.A., Ph.D., University of California, San Diego. At Riverside Community College District since 2005.	
<b>SMITH, DAMIEN</b>	<b>Assistant Professor, Kinesiology</b>	<b>TAYLOR, STAR</b>	<b>Assistant Professor, English</b>
At Riverside Community College District since 2016.		Bachelor's Degree, English University of California, Riverside, Master's Degree, English Composition/Rhetoric, Cal State University, San Bernardino, CA. At Riverside Community College District since 2016.	
<b>SMITH, HEATHER</b>	<b>Professor, Biology</b>	<b>TAYYAR, RANA</b>	<b>Assistant Professor, Biology</b>
B.S., University of Utah; M.S., University of California, Davis; Ph.D., University of California, Riverside. At Riverside Community College District since 2002.		B.S. & M.S., American University of Beirut; Ph.D., University of California, Riverside. At Riverside Community College District since 2017.	
<b>SMITH, ROCHELLE</b>	<b>Instructor, Cosmetology</b>	<b>THALER, CATHERINE</b>	<b>Assistant Professor, Biology</b>
A.A., University of Phoenix; B.S., Southern Illinois University. At Riverside Community College District since 2018.		B.S., Loyola Marymount University; Ph.D, University of California, Riverside. At Riverside Community College District since 2017.	
<b>SOMERS, NIVARD</b>	<b>Assistant Professor, Counseling</b>	<b>THOMPSON, OLIVER</b>	<b>Professor, Administration of Justice</b>
A.S., Mt. San Jacinto College; B.A., California State University, San Bernardino; M.A., Azusa Pacific University. At Riverside Community College District since 2016.		A.A., Riverside Community College; B.S., California State University, Los Angeles; M.A., D.P.A., University of Southern California. At Riverside Community College District since 1999.	
<b>SOTO, JEFFREY</b>	<b>Instructor, Art</b>	<b>THOMPSON-EAGLE, ELISABETH</b>	<b>Associate Professor, Biology</b>
A.A., Riverside City College; B.F.A., Art Center College of Design. At Riverside Community College District since 2016.		B.S., the University of London, Bedford College; Ph.D., the University Of Leeds, Leeds United Kingdom. At Riverside Community College District since 1990.	
<b>SOTO, SALVADOR</b>	<b>Associate Professor, Counseling</b>	<b>TJANDRA, MARGARET</b>	<b>Associate Professor, English/English as a Second Language</b>
A.A., Riverside City College; B.A., University of California, Santa Barbara; M.A., University of La Verne. At Riverside Community College District since 2005.		B.A., M.A., Southern Illinois University. At Riverside Community College District since 1989.	
<b>SPANGLER, JASON</b>	<b>Associate Professor, English</b>	<b>TRUTTMAN, LEO</b>	<b>Associate Professor, Chemistry</b>
B.A., California State University, Chico; M.A., University of California, Riverside; Ph.D., University of California, Riverside; TESOL Certificate, University of California, Riverside. At Riverside Community College District since 2005.		Ph.D., University of Fribourg, Switzerland. At Riverside Community College District since 2005.	
<b>ST. PETERS, SUSAN A.</b>	<b>Associate Professor, English</b>	<b>VANT HUL, TAMMY</b>	<b>Professor, Nursing</b>
B.A., M.A., California Polytechnic University, San Luis Obispo. At Riverside Community College District since 2001.		A.D.N., Riverside Community College; B.S.N., Loma Linda University; M.S.N., University of California, Los Angeles. At Riverside Community College District since 2002.	
<b>STEARNS, FRANK</b>	<b>Associate Professor, Accounting</b>	<b>VAS, RENEE</b>	<b>Assistant Professor, Reading</b>
A.A., Riverside Community College; B.S., California State Polytechnic University, Pomona. At Riverside Community College District since 1992.		B.A., University of California, Riverside; M.S. California State University, Fullerton. At Riverside Community College District since 2016.	
<b>SUMRALL, DAVID</b>	<b>Assistant Professor, Nursing</b>		
A.D.N., Riverside City College; B.S.N., California Baptist University; M.S.N., Western Governors University. At Riverside Community College District since 2016.			



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B.S., M.S.N/F.N.P., University of San Diego. At Riverside Community College District since 2006.

**WESTBROOK, PETER** Assistant Professor of  
Career and Technical Education,  
Cosmetology  
A.A., Instructor Credentials Riverside Community College. At Riverside Community College District since 2000.

**WHITAKER, DEBBIE** Associate Professor,  
Early Childhood Education  
B.A., M.A., University of California, Riverside. At Riverside Community College District since 1990.

**WHITE, VIRGINIA** Professor,  
Biology  
B.S., Wake Forest University; Ph.D., University of California, Riverside. At Riverside Community College District since 2005.

**WHITTON, JUDE** Assistant Professor,  
Communications Studies  
M.A., California State University, Fullerton. At Riverside Community College District since 2014.

**WIGGS, MICHERRI** Associate Professor,  
Communication Studies  
A.S., Riverside Community College; B.A., California State University, San Bernardino; M.A., California State University, Los Angeles. At Riverside Community College District since 2005.

**WILCOXSON, DON L.** Professor,  
Business Administration  
A.A., Riverside Community College; B.A., California State University, San Bernardino; M.B.A., California Baptist University. At Riverside Community College District since 1998.

**WILLIAMSON, JARROD** Associate Professor,  
Chemistry  
B.S., California State University, Fresno; M.S., Ph.D., University of California, Los Angeles. At Riverside Community College District since 2008.

**WOLPOFF, MARC** Associate Professor,  
Psychology  
B.A., American Jewish University; M.A., Ph.D., University of California, Riverside. At Riverside Community College District since 2009.

**WONG, CHAU** Associate Professor,  
Mathematics  
M.S., Ph.D., University of California, Riverside. At Riverside Community College District since 2011.

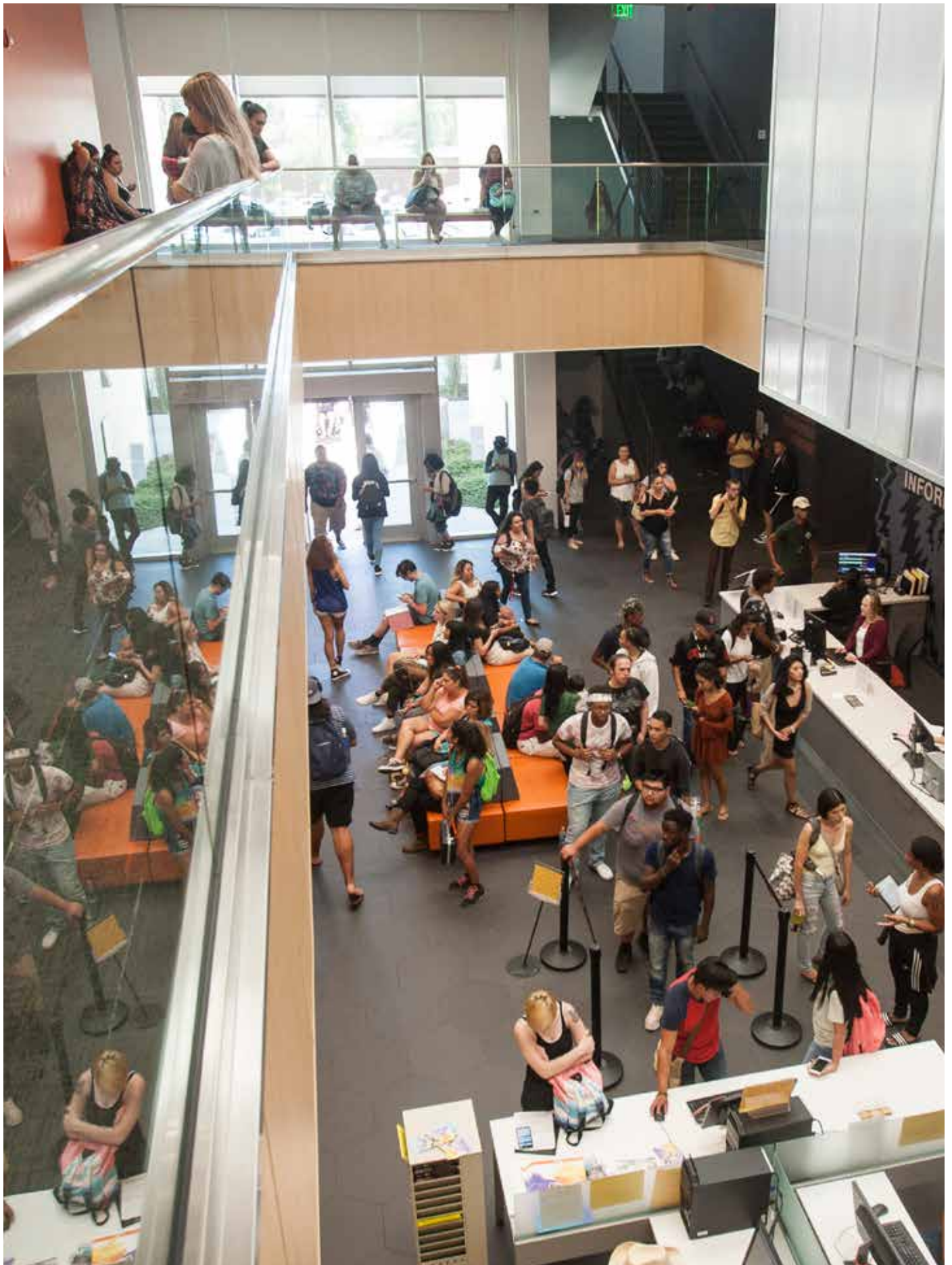
**YATES, SHARON** Professor,  
Early Childhood Education  
B.S., Brigham Young University; M.A., California State Long Beach; Ed.D., Brandman University. At Riverside Community College District since 2000.

**YGLECIAS, ELIZABETH N.** Associate Professor,  
Counseling  
B.A., University of California, Santa Barbara; M.S., California State University, Los Angeles. At Riverside Community College District since 1991.

**YGLORIA, ALEXANDER** Associate Professor,  
Counseling (DSPS)  
B.S., University of California, Riverside; M.A., California State University, San Bernardino. At Riverside Community College District since 2009.

**YOUNT, GWENDOLYN** Professor,  
Spanish  
A.A., Los Angeles Community College; B.A., M.A., University of California, Los Angeles. At Riverside Community College District since 1990.





**Section VIII**  
**DISTRICT**

**DISTRICT**



**RCCD****RIVERSIDE COMMUNITY  
COLLEGE DISTRICT**

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

**Moreno Valley College**16130 Lasselle Street • Moreno Valley, CA 92551-2045 • (951) 571-6100 • [www.mvc.edu](http://www.mvc.edu)

Academic Affairs .....	571-6351	Employment Placement .....	571-6907
Academic Departments:		Extended Opportunity Programs and Services (EOPS) .....	571-6253
Business, and Information Technology Systems .....	571-6125	Facilities Office .....	571-6113
Communications .....	571-6325	Fire Technology .....	571-6197
Health, Human, and Public Services .....	571-6284	Grants & College Support Services .....	571-6261
Humanities and Social Sciences .....	571-6134	Guardian Scholars/Foster Youth Support Services .....	571-6110
Mathematics .....	571-6125	Health and Psychological Services .....	571-6103
Natural Sciences and Kinesiology .....	571-6125	Honors Center .....	571-6319
Public Safety Education and Training .....	571-6300	Institutional Research and Assessment .....	571-6303
Academic Counseling and Educational Services (ACES) .....	571-6275	Law Enforcement Programs .....	571-6192
Academic Support .....	571-6309	Learning Center .....	571-6944
Admissions & Records .....	571-6101	Library .....	571-6356
Assessment and Placement Testing .....	571-6427	Mailroom .....	571-6145
Bookstore .....	571-6107	Matriculation (Student Success and Support Programs) .....	571-6131
Business Services .....	571-6342	Middle College High School .....	571-6463
Career and Transfer Center .....	571-6914	Outreach .....	571-6273
College Police .....	571-6190	Police Dispatch .....	222-8171
Computer and Study Center .....	571-6483	President's Office .....	571-6161
Counseling .....	571-6104	Puente Program .....	571-6240
Dean of Career & Technical Education .....	571-6292	STEM Counseling .....	571-6175
Dean of Institutional Effectiveness .....	571-6421	Student Activities .....	671-6105
Dean of Instruction .....	571-6163	Student Government .....	571-6268
Dean of Public Safety Education and Training .....	571-6314	Student Financial Services .....	571-6139
Dean of Student Services .....	571-6159	Technology Support Services .....	571-6200
Dean of Student Services (Counseling) .....	571-6335	Tutorial Services .....	571-6167
Dental Hygiene/Assisting Program .....	571-6433	Upward Bound Math and Science Program .....	571-6382
Disability Support Services .....	571-6138	Veterans Services .....	571-6427
Early Childhood Education Center .....	571-6214	Web Development .....	571-6380
Emergency Medical Services .....	571-6395	Workforce Preparation .....	571-6154

**Norco College**2001 Third Street • Norco, CA 92860-2600 • (951) 372-7000 • [www.norcollege.edu](http://www.norcollege.edu)

Academic Departments		Disability Resource Center .....	372-7070
Art, Humanities and World Languages .....	372-7076	Extended Opportunity Programs and Services .....	372-7128
Business .....	372-7067 or 372-7079	Health Services .....	372-7046
Communications .....	372-7067	Honors Program .....	739-7846
Engineering and Information Technologies .....	372-7067	Library/Resource Center .....	739-7896
Mathematics and Sciences .....	372-7079	Outreach .....	739-7856
Social and Behavioral Sciences .....	372-7076	Parking .....	739-7895
Admissions & Records .....	372-7003	Puente Program .....	372-7146
Assessment Center .....	372-7176	STEM .....	739-7806
Bookstore .....	372-7085	Student Activities .....	372-7007
CalWORKs .....	372-7052	Student Employment .....	372-7190
College Police .....	372-7088	Student Financial Services .....	372-7009
24-Hour Dispatch Center .....	222-8171	The Talented Tenth Program (T3p) .....	372-7148
College Receptionist .....	372-7044	Transfer Center .....	372-7043
Counseling .....	372-7101	Student Support Services .....	372-7163
Dean of Instruction .....	372-7018	Upward Bound Programs .....	739-7819
Dean of Instruction, Career and Technical Education .....	372-7000	Tutorial .....	372-7143
Dean of Student Services .....	372-7081	Veterans Services .....	372-7142

## Riverside City College

4800 Magnolia Avenue • Riverside, CA 92506-1299 • (951) 222-8000 • [www.rcc.edu](http://www.rcc.edu)

Academic Affairs .....	222-8053	College Police Parking Services .....	222-8090
Academic Departments:		Disability Resource Center .....	222-8060
Applied Technology .....	222-8491	Diversity and Equity Compliance .....	222-8435
Art .....	222-8339	Division Deans	
Behavioral Sciences .....	222-8540	Fine and Performing Arts .....	222-8399
Business and Info Tech Services .....	222-8551	Languages, Humanities & Social Sciences .....	328-3881
Chemistry .....	222-8533	Math, Science & Kinesiology .....	222-8729
Communication Studies .....	222-8540	Nursing .....	222-8818
Cosmetology .....	222-8185	EOPS and Care .....	222-8122
Counseling .....	222-8440	Extended Opportunity Programs and Services .....	222-8045
Early Childhood Education .....	222-8491	Foster and Kinship Care Education .....	222-8937
Economics, Geography, Political Science .....	222-8540	Foster Youth Support Services .....	222-8251
English & Media Studies .....	222-8519	Gateway College and Career Academy .....	222-8934
History, Humanities, Philosophy .....	222-8540	Human Resources .....	222-8588
Kinesiology .....	222-8421	International Student Center .....	222-8160
Library and Learning Resources .....	222-8654	Math and Learning Center .....	222-8000 Ext. 4100
Life Sciences .....	222-8533	Outreach .....	222-8574
Math .....	222-8533	Performance Riverside .....	222-8100
Performing Arts .....	222-8339	Student Activities .....	222-8570
Physical Science .....	222-8533	Student Financial Services .....	222-8710
School of Nursing .....	222-8760	Student Health and Psychological Services .....	222-8151
World Languages .....	222-8519	Transcript Office .....	222-8603
Admissions & Records .....	222-8600	Transfer Center .....	222-8446
Art Gallery .....	222-8358	Trio Student Support .....	222-8227
Bookstore .....	222-8140	Tutorial .....	222-8168
Calworks .....	222-8964	Veterans Office .....	222-8602
Career and Technical Education .....	222-8131	Writing and Reading Center .....	222-8632
College Police 24-Hour Dispatch .....	222-8171		





## RIVERSIDE COMMUNITY COLLEGE DISTRICT ADMINISTRATION



Wolde-Ab Isaac

### OFFICE OF THE CHANCELLOR

**Wolde-Ab Isaac, Ph.D.**  
Chancellor

**Vacant**  
Chief of Staff

**Margaret Cartwright**  
Associate Vice Chancellor, Strategic Communications  
and Institutional Advancement

### OFFICE OF THE VICE CHANCELLOR, EDUCATIONAL SERVICES AND STRATEGIC PLANNING

**Susan Mills, Ph.D.**  
Vice Chancellor, Educational Services and Strategic Planning

**Raj Bajaj**  
Dean, Educational Services

**Christopher Blackmore**  
Associate Vice Chancellor,  
Information Technology and Learning Services

**David Torres**  
Dean, Institutional Research and Strategic Planning

### OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

**Aaron Brown**  
Vice Chancellor, Business and Financial Services

**Vacant**  
Associate Vice Chancellor, Facilities Development

**Michael Simmons**  
Director, Risk Management, Safety & Police

**Madj Askar**  
Director, Business Services

**Melissa Elwood**  
Controller, Accounting Services

**Robert Gunzel**  
Chief of Police

### OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

**Terri Hampton**  
Vice Chancellor, Human Resources and Employee Relations

**Diana Torres**  
Director, Human Resources and Employee Relations

**Lorraine Jones**  
District Compliance Officer

### DISTRICT CURRICULUM COMMITTEE

**Greg Burchett**  
Committee Member  
Riverside Curriculum Committee Chair

**Brian Johnson**  
Committee Member  
Norco Curriculum Committee Chair

**Ann Pfeifle**  
Committee Chair  
Moreno Valley Curriculum Committee Chair

**Steven Schmidt**  
Committee Member\*  
Tech Review Committee Chair  
CurricUNET Liaison

**Heather Edberg**  
Committee Secretary\*

\*Non-voting member

## RIVERSIDE COMMUNITY COLLEGE DISTRICT

### Mission Statement

Riverside Community College District is dedicated to the success of its students and to the development of the communities it serves. By facilitating its colleges and learning centers to provide educational and student services, it meets the needs and expectations of its unique communities of learners. The District provides the colleges with leadership in the areas of advocacy, resource stewardship, and planning.

### RCCD Vision and Values

Historically the Riverside Community College District has pursued fulfillment of the Mission Statement and the Trustee-adopted goals by affirming its vision and values:

#### Vision

Riverside Community College District is committed to service excellence by providing opportunities for learning, personal enrichment, innovation and community development.

#### Values

Riverside Community College District is committed to the following set of shared values that form its core beliefs and guides its actions.

#### Legacy

- Heritage
- Standards
- Foundation of future

#### Inclusiveness

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

#### Service

- To students
- To community
- To the colleges
- Education/service learning

#### Stewardship

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

#### Enrichment

- Economic development
- Lifetime learning
- Professional development
- Community advancement

#### Excellence

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

### Shareholders

- Economic partner
- Community mindedness
- Community responsibility

### Strategic Themes and Goals

#### Student Success

As open access institutions of higher education, Riverside Community College District and its colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- Goal 1: Remove barriers to access for students, while making the process of accessing new student information and applying to colleges more user-friendly.
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
- Goal 3: Provide programs and services that address community educational needs and priorities.
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to colleges and educational programs.

#### Student Learning and Success

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
- Goal 2: Increase rates of transfer, degree, and certificate completion.
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
- Goal 4: Reduce the gap in both student achievement and outcomes.
- Goal 5: Support and increase student engagement in and out of the classroom.

#### Resource Stewardship

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority.
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.

### Community Collaboration and Partnership

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not, in all cases, match employer needs. At the same time, population gains in the service area have outrun gains in job creation for college graduates. This gap between workers and jobs has resulted in the region continuing to be one of the nation's largest commuter communities. The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region.

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in "best practices" initiatives that prepare, inform, and assist today's and tomorrow's prospective students.

- Goal 1: Refine and promote programs in Career & Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers.
- Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development.
- Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives.
- Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs.
- Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives.

### Creativity and Innovation

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions. In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its colleges, District and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams.

- Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution.
- Goal 2: Develop green strategies and programs to save general fund

resources and reduce the impact to the environment.

- Goal 3: Support the colleges' innovative ideas in entrepreneurial initiatives and resource development.
- Goal 4: Develop and implement a plan to keep current with technology advancement.
- Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide.

### System Effectiveness

Riverside Community College District, like all of the state's educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge. Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence. Above all, the District and colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness. In this regard, District goals are to:

- Goal 1: Develop efficient and effective processes and procedures that:
  - Reduce red tape
  - Eliminate redundancies
  - Encourage collaboration
  - Increase interdepartmental communication
  - Reduce the number of meetings
  - Promote on-going assessment in order to continually refine our educational technology capability to address future needs
- Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and colleges' strategic and master plans, and (c) effectively prioritize new and ongoing resource needs.
- Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between colleges and centers to best serve students.
- Goal 4: Refine the District functional map to better define responsibilities of various departments.

### History and Development

Founded in 1916 in response to a general petition of the electors, Riverside City 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 and the Val Verde unified school districts.

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, 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 Institutional Advancement**

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 District and its colleges 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 & Institutional Advancement office. College departments are assisted with enrollment-development marketing; securing newspaper, radio and cable TV publicity; and publicizing their programs through District print and online publications.

### **Academic Year**

The academic year consists of fall and spring terms, which extend from August to June, plus a winter and a summer session. The calendar for the academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

### **RCCD Foundation**

The RCCD Foundation is a nonprofit 501(c)(3) organization founded in 1975 to raise and manage private donations that benefit RCCD and its colleges, students, and programs. This goal is accomplished by building partnerships with alumni, friends, and the business community to explore philanthropic opportunities and inspire giving. The Foundation is professionally managed by staff who are experts in the field of philanthropy and is overseen by a committed volunteer Board of Directors. Foundation activities are primarily focused on supporting the strategic priority initiatives as defined by the Chancellor and College Presidents. The Foundation also provides guidance, consultation and oversight of all fundraising activities District-wide.

**Mission Statement.** The Riverside Community College District Foundation enhances the intellectual, cultural, and educational needs of District and College students, faculty, staff and our communities. We pursue resource development and philanthropic activities in support of continued excellence and improved access. As stewards, we collaborate with business and community stakeholders to fuel the region's workforce development, innovation, and economic growth.

**Scholarships.** Scholarships have long been at the heart of the RCCD Foundation's fundraising efforts. Each year, thanks to the generosity of donors, the Foundation provides nearly \$500,000 in scholarship support to the hard working students of Moreno Valley, Norco, and Riverside City colleges. Donors who wish to support the scholarship mission of the Foundation have a variety of options, including contributing to an existing scholarship or establishing a new scholarship. More information about scholarship options can be found on the Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Century Circle.** Century Circle is an annual giving program managed by the RCCD Foundation. Its purpose is to provide funding for special projects identified by the RCCD Foundation Board of Directors in alignment with the priorities of the Chancellor and the leadership of Moreno Valley, Norco, and Riverside City colleges. Donors who contribute at least \$1,000 per year to the Century Circle fund play an integral role in the RCCD Foundation's endeavor to help the District and Colleges respond to their most pressing needs. Donors to the Century Circle fund receive unique opportunities to learn about the impacts of their contributions throughout the academic year. The RCCD Foundation Board of Directors distributes Century Circle funds through a process that ensures alignment with identified priority areas of the Chancellor and College Presidents. Department heads, College Presidents, the Chancellor, or any member of the RCCD Foundation Board of Directors may initiate requests for Century Circle funds. Information about Century Circle can be found on the RCCD Foundation website, [www.rccd.edu/foundation](http://www.rccd.edu/foundation), or by contacting the Foundation office at (951) 222-8626.

**Heritage Circle.** Heritage Circle is a recognition program that honors visionary individuals who, by naming the RCCD Foundation in their estate plans or through other planned gift arrangements, contribute to the long-term success of the students, faculty and programs at Moreno Valley, Norco, and Riverside City colleges. Generous donors who join the Heritage Circle belong to an exclusive group of individuals who care deeply about the future of the Riverside Community College District. The RCCD Foundation invites donors to partner with us by becoming a Heritage Circle member to help the RCCD Colleges continue to meet the educational and workforce needs of our region for many years to come. In appreciation for their generosity, Heritage Circle members receive unique opportunities for recognition and participation, including special invitations throughout the year from the Chancellor and College Presidents. More information about Heritage Circle and planned giving through the RCCD Foundation can be obtained by contacting the Foundation office at (951) 222-8626.



## Distance Education

The mission of Distance Education is to extend access to students through web-based learning formats such as online and hybrid courses. The Distance Education unit is responsible for distributing online courses and providing online platform-based technology training for faculty. The goal is to make learning available anytime, anywhere for students who need the flexible scheduling of a remote learning program. Distance Education is based on a learning management system (LMS) which uses online-based technologies including the internet and streaming media. Distance Education courses are academically equivalent to their on-campus counterparts and fulfill RCCD general education, elective, and/or major requirements, with many classes transferable to four-year institutions.\* Some certificate programs can be completed fully online. For further information about Open Campus and distance education options, visit [opencampus.com](http://opencampus.com).

\*Always consult a counselor to review your Student Education Plan before taking any class in order to ensure it meets your particular goals.

## Special Supportive Services

### Disability Support Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a document(s). Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information, contact (951) 571-6138.

## Family Educational Rights and Privacy Act (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, major field of study, dates of attendance, enrollment status, (e.g., full-time/part-time) participation in officially recognized activities and sports, weight and height of members of athletic teams, and degree and awards received.

Students have the opportunity to request that their directory information be maintained as confidential. In completing the admission application, students are provided this opportunity. Students who are continuing students at RCCD may go to the Student Services office and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to 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.aspx](http://www.rccd.edu/Pages/ferpa.aspx) for more information.)

The Family Education Right and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date RCCD receives a request for access. Copies are not provided if the student has an outstanding financial or other hold on the records. The District may assess a charge pursuant to Board Policy Regulation 3300 for furnishing copies of any education record. Students should submit to the Admissions and Records, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The RCCD official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the RCCD official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask RCCD to amend records that they believe are inaccurate or misleading. They should write the RCCD official responsible for the record, clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If RCCD decides not to amend the record as requested by the student, RCCD will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by RCCD in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom RCCD has contracted (such as an attorney, auditor, collection agent or agents or organizations conducting studies on behalf of the college); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, RCCD discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by RCCD to comply with the requirements of FERPA.

The Riverside Community College District is dedicated to maintaining the absolute integrity of all student records as well as protecting the student's rights of access to those records. To this end, Administrative Regulations for granting of requests to inspect and review records are detailed in Board Policy 5040.



Students have the right to stop the use of their social security number in a manner otherwise prohibited by law by submitting a written request to Admissions & Records, along with a photo I.D.

It is the responsibility of the student to update MyPortal to advise the Admissions & Records Office of any change in address or telephone number and change of information forms are also available at [www.rcc.edu](http://www.rcc.edu).

### **Graduation Requirements for Degrees and Certificates**

Board Policy 4100

Education Code Section 70902(b)(3);

Title 5 Sections 55060, et seq.

The colleges grant the degrees of Associate in Arts, Associate in Science and degrees for college transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement and participate in a graduation ceremony upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements. The procedures shall assure that graduation requirements are published in each college's catalog and included in other resources that are convenient for students.

For the Associate in Arts or Sciences degree, a student must demonstrate competence in reading, in written expression, and in mathematics. The student must satisfactorily complete at least 60 semester units of college work of which 18 semester units are a major or area of emphasis or career-technical program.

A definition of "college work" which provides that courses acceptable toward the associate degree include those which have been properly approved pursuant to Title 5 Section 55002(a) or, if completed at other than a California community college, would reasonably be expected to meet the standards of that Title 5 section.

The work must include at least 12 semester units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.

A student must have a minimum grade point average of 2.0 in coursework taken at Riverside Community College District. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average must be at least 2.0 and will be determined by an aggregation of all grades from all transcripts used. If coursework is applied towards degree requirements from an institution using a +/- grading scale, the original grade points assigned by that institution as indicated on the transcript will be used to calculate the cumulative grade point average.

Students who have been awarded a bachelor's degree from a regionally-accredited institution in the United States will be exempt from the general education requirements should they pursue an Associate of Arts or Science degree at one of the District's colleges. Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree. Board Policies and Administrative Procedures regarding general education and degree requirements must be published in the Colleges' catalogs and must be filed with the California Community College Chancellor's Office.

For a Certificate of Achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The Certificate of Achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible and adhere to guidelines on academic achievement.

Certificates for which the State Chancellor's approval is not sought may be given any name or designation deemed appropriate except for Certificate of Achievement, Certificate of Completion or Certificate of Competency.

Office of Primary Responsibility: Vice Chancellor, Educational Services, Workforce Development and Planning

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

### **Instructional Materials Fees**

Board Policy 5031

Education Code Section 76365;

Title 5 Sections 59400 et seq.

The District has a strong commitment to ensuring accessibility to all its programs and services for residents of the District who are capable of benefiting from the experiences provided. As an important component of this open door policy, the District actively promotes low cost education for District residents. Where consumable items, supplies, or special services are necessary to enhance the educational experiences of students, the District is compelled to make reasonable charges to the students to assist in defraying the costs of providing these items, supplies, or special services.

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost of instructional materials.

### Definitions

Required instructional materials means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

Solely or exclusively available from the District means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

Required instructional and other materials which are of continuing value outside of the classroom setting are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

### I. Announcement of Fees

Course material fees shall be printed in the class schedule and available on the District's website. Courses with fees will be properly flagged on materials used in the Office of Admissions and Records. A fee statement, including the amounts of the fees, will be included in the College Catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

### II. Collection of Fees

Course material fees will be collected with enrollment fees. Registration in subsequent terms will be blocked until fees are paid.

### III. Refunds

Students who withdraw from a class with a materials fee will receive a 100 percent refund through the first two weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two weeks of class.

### IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

### Course Repetition

References: Title 5 Sections 55000, 55045, 56029  
Education Code Section 76224

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.

When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.

- A. Students may repeat courses under the following circumstances:
  1. The student is repeating the course to alleviate substandard work which has been recorded on the student's record.
    - a. The term substandard is defined as course work for which the evaluative grading symbol "D," "F," "FW" or "NP" has been recorded.
    - b. A student is limited to a maximum of three allowable attempts per course including any combination of withdrawals ("W's") or substandard grades. Withdrawals due to military orders ("MW's") are not included in the number of allowable attempts.
    - c. A Request for Course Repetition\* is required for any exceptions to B above.
  2. The student's previous grade is, at least in part, the result of extenuating circumstances.
    - a. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.\*
  3. There has been a lapse of time (at least 36 months) since the student last took the course. (See Administrative Procedure 4228)
    - a. The course outline of record has been officially changed and demonstrates significant curricular changes.\*
    - b. There has been a significant change in industry or licensure standards such that repetition of the course is necessary for employment or licensure. Students may be asked to certify or document that there has been a significant change as noted necessitating course repetition.
  4. A student with a disability may repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and

credit to be disregarded in computing the student's GPA each time the course is repeated.

5. Repetition of courses where substandard work has not been recorded shall be permitted when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students may be required to provide documentation that the course repetition is legally mandated.
  - a. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average.
- B. The policy and procedure may not permit student enrollment in active participatory courses, as defined in section 55000, in physical education, visual arts or performing arts that are related in content, as defined in section 55000, more than four times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances as provided in section 55045.
- C. The following conditions apply:
  1. When course repetition occurs at RCCD, the permanent academic records will be annotated in such a manner that all work remains legible, ensuring a true and complete academic history. Courses repeated will be indicated on the permanent record by using an appropriate symbol. In all instances, the most recent grade earned will be used to compute an adjusted grade point average.
  2. For courses taken or repeated at another accredited college or university, the most recent grade earned in the repeated course will be used to compute an adjusted cumulative grade point average (GPA). The adjusted cumulative GPA will be used in determining eligibility for the cumulative GPA requirement for the Associate in Arts degree, Associate in Science degree and occupational certificates.
  3. Procedures for course repetition shall be listed in the current official college catalogs.
  4. Courses taken at other accredited colleges or universities for which substandard academic performance was recorded may be repeated.
  5. The District will honor similar, prior course repetition action by other accredited colleges and universities.

Nothing in these Procedures can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors or with Title 5 or District procedures relating to retention and destruction of records.

When a student has exhausted the maximum allowed number of course attempts, they may petition for approval to repeat a course a final time if extenuating circumstances, consistent with 55045, justify such repetition.

\*A Request for Course Repetition must be completed and can be obtained in Admissions office and the Dean of Instruction office on any campus. Requests are approved or denied by the Dean of Instruction, or designee.

### Course Repetition—Significant Lapse of Time

Reference: Title 5, Section 55043, 55000, 55040,

Students may be permitted to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program;
- or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

### Course Repetition — Variable Units

Reference: Title 5, Section 55044, 55040(b)

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.

Students may not repeat any portion of the curriculum for the course unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.



### Repeatable Courses

Reference: Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

Students may repeat courses in which a “C” or better grade was earned. Only the following types of courses are repeatable: courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree, intercollegiate athletics, and intercollegiate academic or vocational competition courses that are related in content.

The following conditions apply to repeatable courses:

- A. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be four enrollments.
- B. Repeatable courses are identified in the college catalog.
- C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
  1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
  2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statute or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of “C” or better; however, the grade received by the student each time will be included in calculations of the student’s grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student’s grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions & Records office of any campus.

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)



# 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](http://www.rccd.edu/administration/board) or [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources), 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 actual, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or 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 (a) of Section 422.6 of 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, perceived or association with others' ethnic group identification, national origin, religion, age, gender, gender identity, gender expression race, color, genetic information, ancestry, sexual orientation, or 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 (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.

## 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, percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica o definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas en la subdivisión (a) de la Sección 422,6 del Código Penal.

## PROHIBICIÓN DE ACOSO Y VENGANZAS

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 percpción percibición o asociación real con otras de identificaciones de los grupos étnicos, origen nacional, religión, edad, género, identidad de género, expresión de género, la información genética, ascendencia, orientación sexual, o discapacidad física o mental, raza, o cualquier característica es definido en la Sección 11135 del código de gobierno o cualquier característica que se encuentra en la prohibición de los Crímenes de Odio establecidas 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.



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.

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.

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 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

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 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/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx), [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources) from the Diversity and Human Resources Department, or on the State Chancellor's Web page at [www.cccco.edu](http://www.cccco.edu).
- The complaint must allege unlawful discrimination prohibited under Title 5, Section 59300.
- The complaint must be filed by one who alleges that she/he has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in her/his official capacity as a faculty member or administrator.
- In any complaint not involving employment, the complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which you knew or should have known of the facts underlying the specific incident or incidents of alleged unlawful discrimination.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if you first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.
- You can file a complaint with the:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

or with the:

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

también será notificado de la resolución propuesta por el Distrito.

Si usted da seguimiento al proceso informal, deberá tomar en cuenta los siguientes puntos importantes:

- Usted necesitará firmar un documento el cual indique que usted ha elegido el proceso de la resolución informal.
- El Distrito completará su investigación en el período de tiempo requerido por la política de la Junta Directiva Escolar, a menos que usted voluntariamente rescinda su queja antes de ser terminada la investigación.

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/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx), [www.rccd.edu/administration/humanresources](http://www.rccd.edu/administration/humanresources) en la oficina de Diversidad y Recursos Humanos, o en la página de internet del Rector del Estado en [www.cccco.edu](http://www.cccco.edu).
- La queja debe declarar discriminación ilícita bajo el Título 5, sección 59300.
- La 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:

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
(951) 222-8039  
[www.rccd.edu](http://www.rccd.edu)

Legal Affairs Division  
Office of the Chancellor  
California Community Colleges  
1102 Q Street  
Sacramento, CA 95811-6549

## What Happens When a Formal Complaint is Filed

The District will then conduct an investigation. Within 90 days of receiving an unlawful discrimination complaint filed under Title 5, Sections 59300 et seq., the District will complete the investigation and forward a copy of the investigative report, or a summary, to you along with a notice of your right to appeal to the District Board of Trustees and the State Chancellor's Office. The investigative report, or summary, is the District's Administrative Determination.

## Complainant's Appeal Rights

You, as the complainant, have appeal rights that you may exercise if you are not satisfied with the results of the District's Administrative Determination. At the time the investigative report and/or summary is mailed to you, the responsible District officer or her/his designee will notify you of your appeal rights as follows:

### 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  
3801 Market Street  
Riverside, CA 92501

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.

## ¿ 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 PETICIÓN 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 PETICIONES DEBERÁN SER HECHAS POR ESCRITO

(El correo electrónico no es un método satisfactorio.)

**Primer Nivel de Apelación:** Usted tiene el derecho de solicitar una apelación a los Miembros de la Junta Directiva Escolar en el espacio de 15 días o a partir de la fecha en que la Determinación Administrativa fue hecha. Los Miembros de la Junta Directiva Escolar revisarán la queja original, la Determinación Administrativa y la apelación.

Por favor envíe una petición por escrito para solicitar una apelación a los Miembros de la Junta Directiva Escolar en el período de tiempo indicado, dirigido a:

District Board of Trustees  
c/o Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501

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

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).

(This is the policy and/or procedure at the time of printing. Policies and procedures are continually being updated. In order to be sure you have the most recent language, please check the latest online version at: [www.rccd.edu/administration/board/Pages/BoardPolicies.aspx](http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx).)

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)**

Diversity, Equity and Compliance  
 Riverside Community College District  
 3801 Market Street  
 Riverside, CA 92501  
 (951) 222-8039  
[www.rccd.edu](http://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](http://www.ed.gov)

Department of Fair Employment and Housing (DFEH)  
 Los Angeles District Office  
 1055 West 7<sup>th</sup> Street  
 Suite 1400  
 Los Angeles, CA 90017  
 (800) 884-1684  
 TTY (800) 700-2320  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

State Chancellor's Office  
 California Community Colleges (CCCCO)  
 1102 Q Street  
 Sacramento, CA 95811-6549  
 (916) 445-4826  
[www.cccco.edu](http://www.cccco.edu)

Equal Employment Opportunity Commission (EEOC)  
 Los Angeles District Office  
 Roybal Federal Building  
 255 East Temple Street, 4<sup>th</sup> Floor  
 Los Angeles, CA 90012  
 (800) 669-4000  
 TTY (800) 669-6820  
[www.eeoc.gov](http://www.eeoc.gov)



### DISTRICT ACADEMIC ADMINISTRATION

**BAJAJ, PANKAJ**

**Dean,  
Educational Services**

B.E., MIT, M.I.S., University of Missouri, St. Louis. At Riverside Community College District since 2001.

**ISAAC, WOLDE-AB**

**Chancellor**

B.S., Addis Abeba University; M.A., Ph.D., University of Michigan. At Riverside Community College District since 2006.

**KEELER, RICHARD**

**Dean, Grants  
Economic Development**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

**TORRES, DAVID**

**Dean,  
Institutional Research and Strategic Planning**

B.A., M.A., California State University, Fullerton. At Riverside Community College District since 1993.





**FACULTY EMERITI****A**

Thomas Allen, Associate Professor Emeritus, English  
 David Almquist, Associate Professor Emeritus, Kinesiology  
 Michael Amrich, Professor Emeritus, Chemistry  
 Lorraine Anderson, Dean Emerita  
 Sally Armstrong, Professor Emerita, Art  
 Hilda Attride, Professor Emerita, English

**B**

Jo Ann Bailey, Professor Emerita, Library Services  
 David V. Baker, Associate Professor Emeritus, Sociology  
 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  
 Shailesh D. Bhatia, Associate Professor Emeritus, Computer Information Systems  
 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  
 Douglas Bowen, Associate Professor Emeritus, English as a Second Language  
 Glen Brady, Director Emeritus, Distance Education  
 Friedrich Brose, Professor Emeritus, Library Services  
 C. Kenneth Brown, Professor Emeritus, Instructional Media  
 Marsha Brown, Assistant Professor of CTE Emerita, Cosmetology  
 William Brown, Professor Emeritus, Physical Education/Counseling  
 Vern Browne, Professor Emeritus, Computer Information Systems  
 Patricia Bufalino, Dean Emerita  
 Daria Burnett, Dean Emerita  
 Robert Burris, Assistant Professor of CTE Emeritus, Air Conditioning  
 Ronald Burton, Professor Emeritus, English  
 James Buysse, Vice Chancellor Emeritus, Administration and Finance

**C**

Shelagh Camak, Vice President Emerita, Workforce Development  
 Michael Chaks, Professor Emeritus, Accounting  
 Joy Chambers, Dean Emerita, Enrollment Services  
 Linda Chang, Professor Emerita, Library Services  
 JoAnn Chasteen, Professor Emerita, Nursing  
 Achinta Chatterjee, Professor Emeritus, English  
 Jill M. Christiansen, Associate Professor Emerita, Nursing  
 Mike Churchill, Professor Emeritus, Physical Education  
 Eileen Colapinto, Professor Emerita, Counseling  
 Marie Colucci, Professor Emerita, Nursing  
 Diane Conrad, Associate Professor Emerita, Communication Studies  
 George Conrad, Professor Emeritus, Machine Shop Technology  
 Lisa A. Conyers, Associate Professor Emerita, Spanish  
 Janet Cordery, Associate Professor Emerita, Counseling  
 Gerald Cordier, Assistant Professor of CTE Emeritus, Drafting  
 Frank Corona, Professor Emeritus, Spanish

Sharon L. Crasnow, Distinguished Professor Emerita, Philosophy  
 Lois O. Cresgy, Professor Emerita, Physical Education

**D**

Arthur Dassow, Professor Emeritus, Counseling  
 Foster Davidoff, Superintendent/President, Emeritus  
 Richard Davin, Professor Emeritus, Sociology  
 Brenda Davis, President Emerita  
 Betty Day, Professor Emerita, English  
 Leslie Dean, Professor Emeritus, Geography  
 Philip Denham, Professor Emeritus, English/Mathematics  
 Jo Dierdorff, Professor Emerita, Dance  
 Arthur B. Dietrich, Professor Emeritus, Automotive Technology  
 Deborah DiThomas, Vice President Emerita, Student Services  
 JoEllen Dooley, Professor Emerita, Library Services  
 Roger Duffer, Professor Emeritus, Music  
 Olga Dumer, Associate Professor Emerita, English as a Second Language  
 Jose Duran, Professor Emeritus, Business Administration

**E**

Joseph G. Eckstein, Associate Professor Emeritus, Geography  
 John Elliott, Professor Emeritus, Physics

**F**

Kathryn Farris, Professor Emerita, Physical Education  
 Brenda Farrington, Professor Emerita, Counseling  
 Richard Finner, Professor Emeritus, Applied Digital Media/Printing  
 Arend Flick, Professor Emeritus, English  
 Mary Flyr, Professor Emerita, Early Childhood Education  
 Bernard Fradkin, Dean of Instruction Emeritus

**G**

Annette Gaines, Professor Emerita, Nursing  
 Carlos Garcia, Associate Professor Emeritus, Drafting  
 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  
 Douglas E. Graham, Associate Professor Emeritus, Student Activities  
 Lyn Greene, Associate Professor Emerita, Political Science  
 Dayna Gregg, Professor Emerita, Art

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 Michael Hain, Professor Emeritus, Biology  
 Lewis Hall, Associate Professor Emeritus, Computer Information Systems  
 Allen E. Hansen, Professor Emeritus, Mathematics  
 Wihelmina Hathaway, Professor Emerita, Chemistry  
 Judy Haugh, Professor Emerita, Counseling  
 Raphael C. Hawley, Professor Emeritus, Physics/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  
 Jimmie Hill, Professor Emeritus, Counseling

Patricia Hora, Professor Emerita, Nursing  
 Lin Duan Howard, Associate Professor Emerita, English  
 Lisa Howard, Professor Emerita, Nursing

**I**

Susan Ingham, Professor Emerita, English  
 Ali Y. Issa, Associate Professor Emeritus, Health Sciences

**J**

Bruce Jackson, Professor Emeritus, Counseling  
 Charles Jackson, Professor Emeritus, Anthropology/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

**K**

Kristina Kauffman, Associate Vice Chancellor Emerita  
 Renee Kimberling, Director Emerita, Health Services  
 Theodore Knipe, Professor Emeritus, Psychology  
 LeeAnn Kochenderfer, Professor Emerita, Learning Disabilities  
 Janice Kollitz, Professor Emerita, English  
 Lee Kraus, Professor Emeritus, English  
 Carolyn Sue Kross, Professor Emerita, Nursing Education

**L**

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  
 Gloria Leifer Hartston, Professor Emerita, Nursing  
 Ruby (Strahan) Lockard, Professor Emerita, Cosmetology  
 Gary Locke, Associate Professor Emeritus, Music  
 John Locker, Professor Emeritus, Criminal Justice  
 Dwight Lomayeva, Professor Emeritus, History  
 George Londos, Professor Emeritus, Biology  
 Ann Marie Lyons, Professor Emerita, Mathematics

**M**

Ray Maghroori, Provost/Vice Chancellor Emeritus, Educational Services  
 Anita Maradiaga, Professor Emerita, Nursing  
 Diane Marsh, Professor Emerita, Chemistry  
 Jean Marsh, Professor Emerita, Cosmetology  
 W. Paul Matthews, Professor Emeritus, Engineering  
 Paula McCroskey, Dean Emerita  
 Virginia McKee-Leone, Dean of Instruction Emerita  
 Leighton McLaughlin, Professor Emeritus, Journalism  
 Ron McPherson, Professor Emeritus, Computer Information Systems  
 Rosario Mercado, Associate Professor Emerita, Spanish  
 Leonard Metcalf, Associate Dean Emeritus, Student Personnel Services  
 Kim Metcalfe, Associate Professor Emerita, Early Childhood Education  
 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  
 Paul Moores, Associate Professor Emeritus, Library Services  
 Gloria Jean Morgan, Professor Emerita, Cosmetology  
 James Morrison, Professor Emeritus, Biology  
 Donald Myers, Professor Emeritus, Biology

**O**

Lorraine Ogata, Professor Emerita, Reading

**P**

May R. Paquette, Professor Emerita, Office Administration  
 Al Parker, Professor Emeritus, History and Political Science  
 John Partida, Professor Emeritus, Cosmetology  
 Bonnie Pavlis, Professor Emerita, Humanities  
 Patricia Peters, Professor Emerita, Physical Education  
 Louise Peterson, Professor Emerita, Home Economics  
 Gail Piestrup, Professor Emerita, English  
 Joan Pleasants, Professor Emerita, Chemistry

**Q**

Carolyn L. Quin, Professor Emerita, Music  
 Bonavita Quinto-MacCallum, Professor Emerita, Spanish

**R**

Richard Ramirez, Vice President Emeritus, Student Services  
 Natalie Ringlund, Professor Emerita, Physical Education  
 Cheryl Roberts, Professor Emerita, Early Childhood Studies  
 John A. Rosario, Associate Professor Emeritus, Anatomy/Physiology  
 Nancy Rose, Professor Emerita, Library Science  
 Salvatore Rotella, Chancellor Emeritus  
 Phyllis Rowe, Professor Emerita, Nursing  
 Joan Royce, Professor Emerita, Psychology  
 Mary Ryder, Professor Emerita, Counseling

**S**

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/Athletics  
 Richard Schneider, Professor Emeritus, Psychology  
 Donna K. Schutte, Professor Emerita, Nursing  
 Joan Semonella, Professor Emerita, Speech Communication  
 Kenneth Shabell, Professor Emeritus, Mathematics  
 Selby Sharp, Professor Emeritus, Chemistry/Engineering/Mathematics  
 Terrance Shaw, Professor Emeritus, Anatomy/Physiology  
 Kathy R. Slicer, Associate Professor Emerita, Nursing  
 David Slocum, Assistant Professor of CTE Emeritus, Automotive Technology  
 Roger Sliva, Professor Emeritus, Automotive Body Technology  
 Karin Skiba, Professor Emerita, Art  
 Deborah Smith, Associate Professor Emerita, Mathematics  
 Katie Smith, Professor Emerita, Reading

Diane Solorzano, Professor Emerita, English  
 Paula Stafford, Assistant Professor of CTE Emerita, Physician Assistant  
 Dorothy Steck, Professor Emerita, Nursing  
 Sylvia Stone, Visiting Assistant Professor Emerita, Nursing  
 Linda Stonebreaker, Professor Emerita, Reading  
 Letha Strain, Professor Emerita, Office Administration

**T**

August (Bud) Tedesco, Professor Emeritus, Film, Television/Video  
 Sylvia A. Thomas, Associate Vice Chancellor Emerita, Education Services  
 Margaret Thompson, Professor Emerita, Home Economics  
 John Thornton, Professor Emeritus, Reading  
 Patrick Titus, Professor Emeritus, Counseling  
 Deborah J. Tompsett-Makin, Professor Emerita, Political Science  
 Sheryl L. Tschetter, Professor Emerita, English  
 Tony Turner, Professor Emeritus, Physical Education  
 Patricia Tutor, Professor Emerita, Nursing  
 Richard K. Tworek, President Emeritus

**V**

Donald Van Dyke, Professor Emeritus, Biology/Botany  
 Barney W. Van Noy, Professor Emeritus, Dental Technology  
 Joseph von Helf, Professor Emeritus, Anthropology

**W**

Edward (Todd) Wales, Professor Emeritus, Drafting  
 Dorothy (Chari) Wallace, Professor Emerita, Business Administration  
 Roger Warren, Professor Emeritus, Cosmetology  
 David Waxman, Professor Emeritus, Physical Education  
 Diana Webster, Professor Emerita, Business Administration  
 Auston White, Professor Emeritus, Administration of Justice  
 Gerald Williams, Professor Emeritus, Electronics  
 Cheryl Willie, Assistant Professor of CTE Emerita, Cosmetology  
 Bruce Wilson, Professor Emeritus, Physical Education  
 Pearl Wolfsen, Professor Emerita, College Nurse  
 Cecilia Wong, Executive Dean Emerita, Technology/Learning Resources  
 Cornelia Wylldestar, Professor Emerita, Reading

**Y**

John Young, Professor Emeritus, Economics







**Section IX**  
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**(951) 222-8000**

**www.rcc.edu**

The following statement is required by the California State Department of Education in compliance with D.V.B. Circular 20-76-84.

Riverside City College

\_\_\_\_\_  
Name of School

4800 Magnolia Avenue, Riverside, CA 92506

\_\_\_\_\_  
Address

June 2018

\_\_\_\_\_  
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.

Irving Hendrick, Ed.D.

.....  
Interim President



## Agenda Item (XII-A)

Meeting	10/16/2018 - Regular
Agenda Item	Business From Board Members (XII-A)
Subject	Resolution No. 07-18/19 Recognizing Trustee Janet Green
College/District	District
Funding	n/a
Recommended Action	It is recommended that the Board of Trustees adopt Resolution No. 07-18/19 in recognition of the service of Trustee Janet Green to the District and our students.

---

### Background Narrative:

Trustee Janet Green has served the greater community and students of RCCD for 12 years. Through her leadership REEC has taken on innovated initiatives and been recognized as a progressive leader in the higher education community. A resolution recognizing Trustee Green for her numerous contributions to our students, community and district has been prepared for the Board's consideration, as she embarks upon her retirement.

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

[Resolution 07-18/19](#)

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
RESOLUTION IN RECOGNITION AND  
APPRECIATION OF TRUSTEE JANET GREEN  
RESOLUTION NO. 07-18/19**

WHEREAS, Janet Green was first elected to the Riverside Community College District Board of Trustees in 2006; and

WHEREAS, Trustee Green has served the District, colleges, students and communities for 12 years as an advocate for community college education; and

WHEREAS, under her leadership as a multi-time president of the Board, she was instrumental in the development of career technical and transfer education programs, fiscal accountability, local, state and national advocacy; and

WHEREAS, during her tenure as a trustee, she provided leadership with state and national elected officials, working on behalf of RCCD colleges and the community college system of higher education; and

WHEREAS, she has continued in leadership roles serving on the Inland Valley Trustees and CEOs Association and the Advisory Committee on Legislation for the Community College League; and

WHEREAS, she was a member of the RCC faculty and being one of the first instructors in the emergency medical technician program at the Ben Clark Training Center; and

WHEREAS, her service extended to numerous community organizations including the Fair Housing Council of Riverside County, Inc., State Bar Board of Governors, Youth Justice, NAACP of Riverside County, San Bernardino Sexual Assault Agency, Child Abuse Center of Riverside; and

WHEREAS, Trustee Green is a recipient of the American Business Woman of the Year and the Air Force Nurse of Western Pennsylvania, the Caring Nurse Award, and the ASRCC Excellence Award; and

WHEREAS, her successful career included serving as an administrator and professor at San Bernardino Valley College, administrator at Riverside County Medical Hospital and nurse in the US Air Force; and

WHEREAS, the Governor of California appointed her to the Emergency Medical Services Advisory Committee, the State Bar Board of Governance, and the State Bar Foundation; and

NOW, THEREFORE, the Board of Trustees of the Riverside Community College District does hereby resolve to recognize and commemorate the many contributions of Trustee Janet Green on behalf of generations of RCCD Students.

PASSED AND ADOPTED this 16th day of October 2018, at the regular meeting of the Riverside Community College District Board of Trustees.

## Agenda Item (XII-B)

Meeting 10/16/2018 - Regular

Agenda Item Business From Board Members (XII-B)

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 including any updates regarding the following assigned associations:

- Association of Community College Trustees (ACCT)
- Association of Governing Board of Universities and Colleges (AGB)
- California Community College Trustees and Legislative Network (CCCT)
- Community College League of California (CCLC)
- Latino Trustees Association
- Inland Valleys Trustees and CEO Association
- African-American Organizations Liaison Riverside Branch - NAACP
- Hispanic Chambers of Commerce: Corona, Moreno Valley and Riverside
- Chambers of Commerce: Corona, Moreno Valley, Norco and Riverside
- Riverside County School Boards Association
- Riverside County Committee on School District Organization
- Alvord Unified School District Ad-Hoc Committee
- Norco Partnership Ad-Hoc Committee

Prepared By: Wolde-Ab Isaac, Chancellor

### Attachments:

None.

## Agenda Item (XIII-A)

Meeting	10/16/2018 - Regular
Agenda Item	Closed Session (XIII-A)
Subject	Pursuant to Government Code Section 54957, Public Employee Discipline/Dismissal/Release
College/District	District
Funding	n/a
Recommended Action	To be Determined

---

### **Background Narrative:**

None.

Prepared By: Terri Hampton, Vice Chancellor, HR and Employee Relations

### **Attachments:**

None.