



RIVERSIDE CITY COLLEGE  
**CATALOG  
ADDENDUM**

2019-2020

Updated August 2019

Updated March 2020



## **Riverside City College Addendum 2019-2020 Academic Year**

Section I: March 2020 updates

Section II: August 2019 updates

## FEE SCHEDULE

Any fee may change without notice subject to changes issued by the State of California Legislature and/or changes in RCCD Board policies. In the event of a fee increase, please refer website for updates on payment deadlines.

		Winter 2020	Spring 2020	Summer 2020	Fall 2020
<b>Enrollment Fee</b>		\$46 per unit	\$46 per unit	\$46 per unit	\$46 per unit
<b>Nonresident Surcharge</b> <i>(plus enrollment fee)</i>		\$265 per unit	\$265 per unit	\$290 per unit	\$290 per unit
<b>Out of Country Surcharge</b> <i>(plus enrollment fee and non-resident surcharge)</i> <i>Non-refundable</i>		\$12 per unit	\$12 per unit	\$17 per unit	\$17 per unit
<b>Health Services Fee*</b> <i>Non-refundable if student drops all classes after the refund deadline.</i>		\$17	\$20	\$17	\$20
<b>Student Services Fee</b> <i>Can be waived if <a href="#">Student Services Fee Waiver</a> is submitted to <a href="#">Student Activities office</a> before last day to add course.</i>		\$10	\$30	\$10	\$30
<b>Parking Permit**</b> <i>Parking in student lots only. Non-refundable if student drops all classes after the refund deadline. If eligible for a refund student must return the permit to</i>	<b>Auto:</b>	\$0	\$50 or \$30 (CCPG)	\$25	\$50 or \$30 (CCPG)
	<b>Motorcycle:</b>	\$0	\$15	\$15	\$15

<i>Parking Services immediately.</i>					
<b>Transportation Fee*</b> <i>Allows the use of the College ID Card as an RTA bus pass. See <a href="#">College ID Card</a> for more information.</i>	n/a	\$5.50 (over 6 units) or \$5 (6 units & under)	\$5.50 (over 6 units) or \$5 (6 units & under)	\$5.50 (over 6 units) or \$5 (6 units & under)	\$5.50 (over 6 units) or \$5 (6 units & under)
<b>Audit Fee</b>	\$15 per unit	\$15 per unit	\$15 per unit	\$15 per unit	\$15 per unit
<b>KIN-30*** First Aid &amp; CPR Fees</b>	\$25	\$25	\$25	\$25	\$25
<b>KIN-42*** Life Guard &amp; Water Safety Instructor Certification</b>	\$82.45	\$82.45	\$82.45	\$82.45	\$82.45
<b>Transcripts</b>	<b>Refer to <a href="#">Transcript Requests</a> for pricing.</b>				
<b>Unofficial Transcript</b> <i>Unofficial transcripts can be accessed free of charge through MyPortal.</i>	\$1	\$1	\$1	\$1	\$1
<b>Non-Sufficient Funds/Stop Payment Fee</b>	\$20	\$20	\$20	\$20	\$20

## NEW STATE APPROVED CERTIFICATES AND DEGREES

### ASSOCIATE OF SCIENCE IN NUTRITION AND DIETETICS FOR TRANSFER DEGREE (R) (CSUGE) AS907 (IGETC) AS908

The Associate Degree for Transfer in Nutrition and Dietetics prepares students for success in a baccalaureate degree in Nutrition and Dietetics with the lower division course work required to transfer into the CSU system. Students completing the Associate Degree for Transfer in Nutrition and Dietetics will be prepared to transfer to a CSU as juniors and pursue a baccalaureate degree in Nutrition and Dietetics. Students transferring to a non-CSU campus should consult the catalog and determine the specific requirements of the campus to which they are applying.

The study of Nutrition provides a broad foundation in a practical and personally applicable exposure to a variety of scientific areas of nutrition, such as Chemistry, Microbiology, Anatomy, Physiology and Biology. Students in the program learn how the scientific method and process contributes to nutritional requirements and how nutrients function from a cellular to a more practical level and then apply this knowledge to their own health. This program will help the student understand the relationship of nutrition and disease prevention throughout the lifecycle.

#### Program Learning Outcomes

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

- Evaluate scientific concepts of nutrition related to the functioning of the nutrients in the basic life process and apply these concepts to determine the effects of nutrients on the human body.
- Outline the process by which the human body ingests, digests, absorbs, transports, utilizes and excretes food substances.
- List and describe the basic chemical structures of the six classes of nutrients, their action, interaction and balance in relation to health and disease.

#### Required Courses (15-21 units)

	<b>Units</b>
KIN-4*	3
PSY-1* or	3
PSY 1H*	3
CHE-1A* or	5
CHE-1AH*	5
OR	
CHE-1A* or	10
CHE-1AH*	10
AND	
CHE-1B* or	4
CHE-1BH*	4
BIO-55*	4

#### List A: Select one if CHE-1A/1B was taken above or two if not (3-13 units)

CHE-1A* or	5
CHE-1AH*	5
AND	
CHE-1B* or	5
CHE-1BH*	5
BIO-50A*	4
AND	
BIO-50B*	4
MAT-12* or	4
MAT-12H* or	4
SOC-48* or	3
PSY-48	3

#### List B – Select one (3-4 units)

HES 1*	Health Science	3
OR		
KIN 35*	Foundation for Fitness and Wellness	3
<b>Total Major Units:</b>		<b>26-28</b>

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

#### **Associate in Science for Transfer Degree**

The Associate in Science in Nutrition and Dietetics 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.

### **BAKING AND PASTRY CERTIFICATE OF ACHIEVEMENT (R) CE909**

The Certificate in Baking and Pastry introduces students to principles and techniques important in the baking industry.

#### **Certificate Program Learning Outcomes**

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

- Understand food handling and safety procedures in the bakeshop.
- Utilize major baking equipment and specialized tools and understand the function of baking ingredients including measurement systems, baker's formulas and percentages.
- Mastery of the different mixing methods, leaveners, and production of doughs to make a variety of breads, rolls and pastries.
- Evaluate products they create in class to enhance their understanding of the course material and the quality of their product including accurate costs for the creation of menu items
- Ability to prepare, decorate, and display classical, contemporary, and specialty cakes using various fillings, icings, custards or mousses and utilizing special equipment or molds including frozen desserts, ice creams, sorbets and gelatos.
- Produce a variety of confections including petit fours, fancy cookies, macaroons, and miniature pastries using an assortment of different icings, glazes and fillings including chocolates and chocolate truffles using different fillings and dipping methods.
- Produce and display various sugar, pastillage, and marzipan centerpieces.
- The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies.
- The responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel.

#### **Program Requirements**

Existing RCC students that apply for the program are put into a lottery, and selected for admission. There are 25 seats each semester.

<b>Required Courses (23 units)</b>		<b>Units</b>
CUL-46	Fundamentals of Baking and Pastry	8.5
CUL-47	Advanced Baking and Pastry	8.5
KIN-4	Nutrition	3
MAG-56	Human Resources Management	3
<b>Total Units</b>		<b>23</b>

**BUSINESS SKILLS: MOSPREP – MICROSOFT OFFICE SPECIALIST MASTER CERTIFICATION PREPARATION NONCREDIT CERTIFICATE OF COMPLETION(R)  
CC8001**

The Business Skills: MOSPrep-Microsoft Office Specialist Master Certification Preparation non-credit Certificate of Completion will provide students short-term preparation and business computer application skills needed in multiple fields with the goal of increasing employability. The content provides a review of the major software applications used business. Students completing the certificate courses are prepared to take the Microsoft Office Specialist certification examinations. Topics covered include identification exam task domains for the Microsoft Office Word Expert, Excel Expert, PowerPoint Core and Access Core or Outlook Core exams, preparation and strategies for successfully completing each of the certification exams, and the use of exam practice software to gauge exam readiness. Passing three required and one elective Microsoft Office Specialist exam demonstrates a high level of skill and productivity within a defined exam timeframe and earns Microsoft Office Specialist Master Certification and digital badging recognized in industry.

**Program Learning Outcomes**

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

- Recall the Microsoft Office Specialist Master Certification course requirements
- Apply the Microsoft Office Specialist Master Exam domain skills successfully to pass the four required course examinations.

<b>Required Courses (54 Hours)</b>		<b>Hours</b>
CAT-841	MOSPrep: Microsoft Office Word-Expert Exam Preparation	18
CAT-842	MOSPrep: Microsoft Office Excel Expert Exam Preparation	18
CAT-843	MOSPrep: Microsoft Office PowerPoint Core Exam Preparation	9
CAT-844	MOSPrep: Microsoft Office Access Core Exam Preparation	9
OR		
CAT-845	MOSPrep: Microsoft Office Outlook Core Exam Preparation	9
<b>Total Hours</b>		<b>54</b>

**IT TECHNICIAN PATHWAY – IT SYSTEMS SUPPORT AND SALES CERTIFICATE OF ACHIEVEMENT (R)  
CE905**

The IT Systems Support and Sales certificate will provide students with proficiency in the areas of computer hardware and software troubleshooting, operating systems configuration, practical networking and security, customer service, user support, business retail practices.

**Program Prerequisite**

None

**Program Learning Outcomes**

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

- Troubleshoot computer hardware and software issues.
- Install and configure systems for personal and business usage.
- Configure home and small business networking and security settings.
- Provide user support and customer service with technical problems.
- Apply business and communication practices in technical system services, maintenance and support.

The certificate program requires the completion of 5 core classes, for a total of 15 units.

<b>Required Courses (15 units)</b>		<b>Units</b>
BUS-10	Introduction to Business	3
BUS-24	Business Communication	3
BUS-47	Applied Business and Management Ethics	3
CIS-1A	Introduction to Computer Information Systems	3
CIS-25	Information and Communication Technology Essentials	3
<b>Total Units</b>		<b>15</b>

**TECHNICAL THEATRE CERTIFICATE OF ACHIEVEMENT (R)  
CE914**

This program will provide training in basic technical theatre skills for career employment in production and performance within the Theatre Industry.

**Program Learning Outcomes**

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

- Perform and/or design material appropriate to their area of emphasis as individuals in productions.
- Demonstrate identify, and work conceptually with all elements and styles of theatre.
- Experience the process of audition, rehearsal, design and performance through various forms of theatrical literature.

**Required Courses (18 units)**

**Theatre Stagecraft and Practicum (9 units):**

	<b>Units</b>
THE-41      Elementary Stagecraft	3
THE-5       Theater Practicum	3
THE-6       Advanced Theater Practicum	3

**Design and Practical Application (Choose 9 units from the following):**

THE-25      Makeup for the Stage	3
THE-44      Theatrical Set Design	3
THE-46      Theatrical Costume Design	3
THE-48      Lighting Design	3
<b>Total Units</b>	<b>18</b>

**INFORMATION SYSTEMS: CYBER SKILLS NONCREDIT CERTIFICATE OF COMPLETION (R)  
CC8002**

The Cyber-Skills Certificate will focus on cybersecurity areas of knowledge needed to enhance current IT skills for those already employed in the IT field or assist with developing cyber-skills for those exploring this as a career path. The courses will explore the tools that are used regularly within the field.

Topics covered will include exploration of the field of cybersecurity, data confidentiality, integrity and availability and best practices for Internet use and social media safety. The student will be exposed to the use of virtualization software which is used extensively throughout cybersecurity and IT careers in general. Protocol analysis will be covered using tools such as Wireshark to demonstrate how to capture and analyze network traffic for cybersecurity incident response and for network troubleshooting.

**Certificate Program Learning Outcomes**

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

- Examine the various types of cyber-attacks/threats that exist and recognize the importance of cybersecurity and the career opportunities that exist.
- Classify the various virtualization platforms that exist and decide which is best for a given technological application it pertains to cybersecurity.
- Practice installation, configuration and use protocol analysis tools to analyze network traffic to identify network errors and malicious activity.

**Required Courses (54 hours)**

	<b>Hours</b>
CIS-825      Cyber Skills: Introduction to Cybersecurity	18
CIS-826      Cyber Skills: Introduction to Virtualization	18
CIS-827      Cyber Skills: Introduction to Protocol Analysis	18
<b>Total Hours</b>	<b>54</b>



---

**INTRODUCTION TO PYTHON PROGRAMMING NONCREDIT CERTIFICATE OF COMPLETION  
(R)  
CC8003**

The Python programming certificate is a certificate for the general introduction to the Python programming language. The certificate introduces the Python programming language, decision control structures and iterative control structures of the Python language. The certificate includes working with arrays and functions in the Python programming language. May lead to potential employment as a Python programmer.

**Program Learning Outcomes**

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

- Demonstrate the fundamental knowledge about the Python programming language and interpreter.
- Demonstrate fundamental knowledge of structured sequential statements, decision statements, iterative statements, and modular programming concepts in Python.
- Demonstrate fundamental knowledge of input/output programming concepts in Python to create meaningful programs.

**Required Courses (54 hours)**

	<b>Hours</b>
CIS-830 Introduction to Python Programming: Part 1	18
CIS-831 Introduction to Python Programming: Part 2	18
CIS-832 Introduction to Python Programming: Part 3	18
<b>Total Hours</b>	<b>54</b>

---

**GIG: THE SOLOPRENEURS ADVENTURE NONCREDIT CERTIFICATE OF COMPLETION (R)  
CC8004**

The Gig Economy non-credit Certificate of Completion will provide students with the entrepreneurial skills necessary to successfully enter the Gig Economy, understand the elements of supplemental income (side Giggling), evaluate the initial steps to becoming a Gig Economy freelancer or independent contractor, and the fundamentals of creating an online presence that will assist in establishing the students brand as a solopreneur.

**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 with the Gig Economy.
- Development of a professional online persona/brand used on social media websites that offer short-term contracts with the Gig Economy.
- 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 (36 hours)**

	<b>Hours</b>
BUS-111 Entrepreneur Mindset	18
BUS-113 Solopreneurs: Personal Finance and QuickBooks Quickstart	9
BUS-115 Business Skills: Professional Online Presence	9
<b>Total Hours</b>	<b>36</b>

---

**BUSINESS SKILLS BOOTCAMP NONCREDIT CERTIFICATE OF COMPLETION (R)  
CC8005**

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.

**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)**

		<b>Hours</b>
BUS/CAT-114	Business Skills: Professional Communication Basics	9
BUS-115	Business Skills: Professional Online Presence	9
BUS-116	Business Skills: Customer Experience	9
BUS/CAT-117	Business Skills: Professional Self-Management	9

**PROGRAM MODIFICATIONS TO EXISTING DEGREES**

**ASSOCIATE OF ARTS IN GEOGRAPHY FOR TRANSFER DEGREE (R)  
AA758/AA759**

GEG-7 and GEG-8 were added as elective options under LIST A. The complete listing of required courses is below. For additional details and a complete program description, please refer to the course catalog.

**Required Courses (19 units)**

		<b>Units</b>
GEG-1/1H*	Physical Geography	3
GEG-1L*	Physical Geography Lab	1
GEG-2*	Human Geography	3
List A	Choose from the list below	6
List B	Choose from the list below	6

**List A (6 units)**

		<b>Units</b>
Choose 2 courses from the list below:		
GEG-3*	World Regional Geography	3
GEG-4*	Geography of California	3
GEG/PHS-5*	Weather & Climate	3
GEG-7	Map Interpretation & Analysis	3
GEG-8	Intro. To Geographic Information Systems & Techniques, with Lab	3

**List B (6 units)**

		<b>Units</b>
Choose 2 courses from the following:		
Any course from List A not already used		
GEG-6*	Geography of the United States & Canada	3
ANT-2/2H*	Cultural Anthropology	3
<b>Total Major Units:</b>		<b>55</b>

**REGISTERED NURSING (ADN) (R)**  
**AS586/AS586B/AS586C**

The incorrect units for NRN-11, NRN-12, NRN-21, and NRN-22 were listed in the catalog. The complete listing of required courses is below. For additional details and a complete program description, please refer to the course catalog.

<b>Required Courses (74 units)</b>	<b>Units</b>
BIO-50A      Anatomy and Physiology I	4
BIO-50B      Anatomy and Physiology II	4
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
COM-1/1H     Public Speaking	3
or	
COM-9/9H     Interpersonal Communication	3
MAT-12/12H   Statistics	4
NRN-11        Foundations of Nursing Practice Across the Lifespan	8.5
NRN-11A      Nursing Learning Laboratory	.5
NRN-12        Acute and Chronic Medical-Surgical Nursing Across the Lifespan & Maternity Nursing	8.5
NRN-12A      Nursing Learning Laboratory	.5
NRN-14        Health Promotion and Wellness Across the Lifespan	3
NRN-21        Acute Adult Medical-Surgical and Mental Health Nursing	8.5
NRN-21A      Nursing Learning Laboratory	.5
NRN-22        Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics	8.5
NRN-22A      Nursing Learning Laboratory	.5
<b>Total units for required courses:</b>	<b>68</b>
American Institutions	3
Humanities Elective	3
<b>Total units for elective courses</b>	<b>6</b>
<b>Total Program Units (68 required + 6 elective):</b>	<b>74 units</b>

**NURSING ASSISTANT LOCALLY APPROVED CERTIFICATE (R)**  
**CE584**

The incorrect units for NRN-11 were listed in the catalog. The complete listing of required courses is below. For additional details and a complete program description, please refer to the course catalog.

<b>Required Courses (6-10 units)</b>	<b>Units</b>
HET-80        Nursing Assistant Training Program (NATP)	6
OR	
NRN-11        Foundations of Nursing Practice Across the Lifespan	8.5
and	
NRN-11A      Nursing Learning Laboratory	.5
OR	
NVN-52        Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5

---

---

## NEW COURSES OR COURSE MODIFICATIONS

---

---

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

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**ACC-801 - Setting up Quickbooks for Small Business** **0**

*Prerequisite: None*

Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture. (Pass/No Pass only)

**ACC-802 - Monthly Procedures using QuickBooks** **0**

*Prerequisite: None*

Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day to day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture. (Pass/No Pass only)

**ACC-803 - Year End Procedures with Quickbooks** **0**

*Prerequisite: None*

Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture. (Pass/No Pass only)

**ACC-819 - VITA Certification – Volunteer Income Tax Assistance Training & Certification** **0**

*Prerequisite: None*

The Volunteer Income Tax Assistance (VITA) program is an initiative sponsored by the Internal Revenue Service. This course is intended to provide students with the opportunity to serve low to moderate-income taxpayers, which the IRS has defined for the scope of the program as those individuals and families making less than \$54,000 per year. This course will teach students in income tax preparation, prepare students to apply for IRS VITA certification, in order to work with individuals and families with limited incomes to prepare tax returns - enabling them to receive proper tax credits and refunds. Completion of this course will allow students to volunteer, providing free, high-quality income tax service. 18 hours lecture.

**ADJ-19 - Introduction to Policing**

3

*Prerequisite: None*

The history and development of American policing structures, including an overview of the different eras of policing and its evolution. An examination of community expectations of law enforcement and law enforcement professional expectations. An introduction to chain of command and the structure of police agencies, including recruitment and hiring practices. An analysis of the culture and training within law enforcement agencies, including a factual and research-based analysis of use of force issues. Discussion of successes and challenges within modern policing, including controversial topics within policing. Discussion of community oriented policing strategies, crime analysis, and future needs and evolutions of policing. 54 hours lecture.

**ADJ-200 - Administration of Justice Work Experience**

1-2-3-4

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**ART-200 - Art Work Experience**

1-2-3-4

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**BUS-200 - Business Administration Work Experience**

1-2-3-4

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**CAT-200 - Computer Applications and Office Technology Work Experience** **1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**CAT-841 - MOSPrep: Microsoft Office Word-Expert Exam Preparation** **0**

*Prerequisite: None*

*Advisory: Previous experience using Microsoft Word to navigate and format documents, create tables, indexes, and multipage reports, work with Templates, Themes, and Styles, use Mail Merge, and manage long documents.*

Preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Word Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Word Expert exam. Course provides students, educators, project managers, business information workers, and educators to apply the necessary skills to use the advanced features of Word for document and content management, and advanced formatting to documents such as business plans, research papers, books, specialized brochures, and mass mailings. A single, free Microsoft Office Word Expert Exam will be administered at the end of the course. Course repeatability is unlimited. However there is a limit to one free exam per student regardless of number of times the course is repeated. 9 hours lecture and 9 hours laboratory. (TBA option)

**CAT-842 - MOSPrep: Microsoft Office Excel Expert Exam Preparation** **0**

*Prerequisite: None*

*Advisory: Previous experience using Microsoft Excel to create, manage, and distribute spreadsheets, customize the Excel environment, and use templates, financial charts and tables.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Excel Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Excel Expert exam. The course provides students, educators, accountants, financial analysts, data analysts, and business information workers training and practice to apply skills to the advanced features of Excel for enhanced productivity, data analysis, financial charts, tables, and inventory schedules. A single, free Microsoft Office Excel Expert Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 9 hours lecture and 9 hours laboratory.

**CAT-843 - MOSPrep: Microsoft Office PowerPoint Core Exam Preparation** **0**

*Prerequisite: None*

*Advisory: Previous experience using Microsoft PowerPoint to create, edit, and enhance presentations and slideshows.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) PowerPoint Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS PowerPoint Core exam. The course provides students, educators, and business information workers training and practice to apply skills to professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows. A single, free Microsoft Office PowerPoint Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam

per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory.

**CAT-844 - MOSPrep: Microsoft Office Access Core Exam Preparation** **0**

*Prerequisite: None*

*Advisory: Previous experience using Microsoft Access to create and maintain database tables, queries, forms, and reports.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Access Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Access Core exam. The course provides students, educators, and business information workers training and practice to apply skills to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries. A single, free Microsoft Office Access Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory.

**CAT-845 - MOSPrep: Microsoft Office Outlook Core Exam Preparation** **0**

*Prerequisite: None*

*Advisory: Previous experience using Microsoft Outlook to create and edit professional-looking email messages, maintain calendars across time zones, schedule tasks, create calendars, schedule appointments, and organize and manage contacts.*

Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Outlook Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Outlook Core exam. The course provides students, educators, and business information workers training and practice to apply skills to enhance professional correspondence, send messages for marketing campaigns, plan staff meetings, and assign meeting action items. A single, free Microsoft Office Outlook Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory.

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

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**CIS-825 - Cyber Skills - Introduction to Cybersecurity** **0**

*Prerequisite: None*

*Advisory: Basic computer, operating system and network skills.*

The Cyber Skills - Introduction to Cybersecurity is designed for students who are considering IT as career with specialization in cybersecurity. This exploratory course provides the students an introduction to cybersecurity. The course will explore ways to be safe online. Students will learn the different types of malware and attacks and

measures used by organizations to mitigate the attacks. Students will research their career opportunities. 9 hours lecture and 9 hours laboratory.

**CIS-826 - Cyber Skills - Introduction to Virtualization** **0**

*Prerequisite: None*

*Advisory: Basic computer, operating system and network skills.*

The Cyber Skills - Introduction to Virtualization is designed for students who are considering IT as career with specialization in cybersecurity. Virtualization skills are necessary to the cybersecurity professional due to its ubiquitous use in the IT field. Cybersecurity professionals need to understand how virtualization works to analyze the threats within the virtual environment as well as use virtualization for isolating systems for malware analysis and testing. This exploratory course provides the students an introduction to virtualization. The curriculum will explore ways to be safe online, learn the different types of malware and attacks, measures used by organizations to mitigate the attacks, and research their career opportunities. 9 hours lecture and 9 hours laboratory.

**CIS-827 - Cyber Skills - Introduction to Protocol Analysis** **0**

*Prerequisite: None*

*Advisory: Basic computer, operating system and network skills.*

The Cyber Skills - Introduction to Protocol Analysis is designed for students who are considering IT as career with specialization in cybersecurity. Within the cybersecurity career path, protocol analysis is used to perform ongoing attacks as well as post attack analysis of network logs and data. This exploratory course provides the students an introduction to protocol analysis. The course will explore ways that protocol analysis can be used to detect and investigate different types of malware and attacks within an organizations network for incident response. 9 hours lecture and 9 hours laboratory.

**CIS-830 - Introduction to Python Programming: Part 1** **0**

*Prerequisite: None*

*Advisory: Know the fundamental computer concepts and terminology used for input, processing, output, and storage. Know the basic features of software such as operating systems, and basic applications programs.*

Introduction to the Python programming language by covering the basics of programming in Python to develop business, gaming, scientific and mathematical applications. 18 hours lecture. (Pass/No Pass option.)

**CIS-831 - Introduction to Python Programming: Part 2** **0**

*Prerequisite: None*

*Advisory: CIS-830*

Introduction to decision and iteration statements used in the Python programming language to further advance the student in developing business, gaming, scientific and mathematical applications. 18 hours lecture. (Pass/No Pass option.)

**CIS-832 - Introduction to Python Programming: Part 3** **0**

*Prerequisite: None*

*Advisory: CIS-831*

Introduction to functions, arrays and file input/output statements used in the Python programming language to further advance the student in developing business, gaming, scientific and mathematical applications. 18 hours lecture. (Pass/No Pass option.)

**CIS-834 - Historical Perspective: Napier to Torvalds** **0**

*Prerequisite: None*

The need for accurate and subsequently ever faster computations in science and engineering provides the



background for the age of computers. Beginning with the development of logarithms and proceeding to the development and deployment of super computer computations using the Linux operating system. 9 hours lecture.

**CIS-835 - Foundational Approach: Word Problems to Work Flow** **0**

*Prerequisite: None*

There are systematic techniques to solve basic procedural problems. Mapping the known inputs to the desired outcome is a method used by all software engineers. These procedures can be applied to simple as well as complex problems. 9 hours lecture.

**CIS-836 - Computational Tools: Calculators to Spreadsheets** **0**

*Prerequisite: None*

Estimate the solution to a problem and confirm simple results with a calculator. For more complex problems, utilize formulaic spreadsheet techniques and develop test conditions for further checks. 9 hours lecture.

**CIS-837 - Boolean Formulation: Logic to Relationships** **0**

*Prerequisite: None*

All programs utilize basic boolean statements for branching and looping constructs. As such, a thorough understanding of simple logic is fundamentally required. 9 hours lecture.

**CIS-838 - Pseudocode and Flowcharts: Descriptive to Visual** **0**

*Prerequisite: None*

This course presents a non-coding technique of solving a problem using word models and pictures. Also, allows the lay person to understand how a solution is reached and how code can be documented. 9 hours lecture.

**CIS-839 - Tools of the trade: IDE's to Backup** **0**

*Prerequisite: None*

This course presents what tools programmers utilize in their coding every day solutions to problems. The environment they use to code and the need to make constant backups along with collaborating with other programmers. 9 hours lecture.

**COM-85A - Communication Studies Clinic** **.5**

*Prerequisite: None*

Self-paced, open-entry/open-exit course intended to provide concentrated and personalized instruction in various communication skills. Students meet with an instructor in the Center for Communication Excellence and work to improve their communication skills based on assessment and need. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**COM-85B - Communication Studies Clinic II** **1**

*Prerequisite: None*

Self-paced, open-entry/open-exit course intended to provide concentrated and personalized instruction in various communication skills. Students meet with an instructor in the Center for Communication Excellence and work to improve their communication skills. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**CUL-828A - Culinary Food Preparation I** **0**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Negative TB test required.*

To develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a

variety of food products, to operate equipment safely and correctly, to apply knowledge of laws and regulations relating to safety and sanitation. 30 hours lecture.

**CUL-828B - Culinary Food Preparation II** **0**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Negative TB test and Passing Score (75%) on SafeServ exam required.*

To develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products, to operate equipment safely and correctly, to apply knowledge of laws and regulations relating to safety and sanitation. 30 hours lecture.

**EAR-200 - Early Childhood Work Experience** **1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester..

**JOU-200 - Journalism Work Experience** **1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**MAG-200 - Management Work Experience** **1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**MKT-200 - Marketing Work Experience**

**1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**MUS-200 - Music Work Experience**

**1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**RLE-200 - Real Estate Work Experience**

**1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

**THE-200 - Theatre Work Experience**

**1-2-3-4**

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students should have paid or voluntary employment.*

Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work

requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.

---

---

## INFORMATIONAL CORRECTIONS

---

---

### Course Corrections

#### DAN-D60

The incorrect units were listed for this course. The correct information is listed below.

#### DAN-D60

Musical Theater Dance

1 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. 54 hours laboratory.

#### EAR-38

The catalog erroneously listed this course as both UC and CSU transferable. This course is CSU transferable only.

#### ENG-35

The title for this course was incorrect in the catalog and should be listed as “Women in Literature.”

#### HIS-7

The incorrect description was listed for this course. The correct information is listed below.

#### HIS-7

United States History from 1865

3 Units

(C-ID HIST 140)

UC, CSU

Prerequisite: None

Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.

Political, social and economic development of the United States from 1865 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

The incorrect description was listed for this course. The correct information is listed below.

#### HIS-7H

United States History from 1865

3 Units

(C-ID HIST 140)

UC, CSU

Prerequisite: None

Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Honors Program.

Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.

Political, social and economic development of the United States from 1865 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.

**KIN-A82**

This course was erroneously included in the 2019-2020 Catalog.

**KIN-V82**

This course was erroneously omitted from the 2019-2020 Catalog.

**KIN-V82**

Speed, Agility, and Quickness Training 1 Unit

UC, CSU

Prerequisite: None

Opportunity for varsity student athletes to improve skills in traditional speed-specific and agility-specific movements. Student athletes will participate in drills and activities which will improve muscular endurance, muscular strength, cardiovascular endurance and flexibility. Running technique, body control, balance and first step explosiveness are skills to prepare student athletes for intercollegiate competition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**MAT-1C**

The description for MAT-1C omitted the 18 hours lab. The correct description is below.

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. 18 hours lab.

**REA-83**

The incorrect description and prerequisites were listed for REA-83. The correct information is below.

REA-83 3 units

College Reading and Thinking

Prerequisite: None

Description: Instruction in reading academic materials. 54 hours lecture (Letter Grade or Pass/No Pass option.)

**Program Corrections**

**Automotive Technology – Automotive Collision, Repair, Refinishing and Paint  
(AS916/AS916B/AS916C/CE916)**

The code for this program was erroneously listed as AS511, AS511B, AS511C, and CE511. The correct program codes are AS916, AS916B, AS916C, and CE916. For additional details and a complete program description, please refer to the course catalog.

**Kinesiology, Health and Wellness Area of Emphasis (AA498/AA498B/AA498C)**

KIN-A82 was erroneously included under elective courses. KIN-V82 was erroneously omitted under elective courses. The required and elective course list is below. For additional details and a complete program description, please refer to the course catalog.

**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, 10, 12, 16, 17, 18, 23, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38

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, 10, 12, 16, 17, 18, 23, 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, A57A, A57B, A57C, A64, A67, A68, A69, A71, A75A, A75B, A77A, A77B, A77C, A81A, A81B, A81C, 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, V27, V33, V34, V50, V51, V52, V53, V60, V61, V70, V78, V82, V92, V94, V95