

2017•2018

# RIVERSIDE CITY COLLEGE CATALOG



# RIVERSIDE COMMUNITY COLLEGE DISTRICT RIVERSIDE CITY COLLEGE

**Michael L. Burke, Ph.D., Chancellor,  
Riverside Community College District**

**Wolde-Ab Isaac, Ph.D., President  
Riverside City College**

## BOARD OF TRUSTEES

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Tracey Vackar . . . . . Vice President  
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All information contained in the 2017-18 Catalog is current as of February 2017. 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.

# TABLE OF CONTENTS

<p><b>BOARD OF TRUSTEES</b> ..... Inside Front Cover</p> <p><b>COLLEGE ADMINISTRATION</b> ..... 4</p> <p><b>ACADEMIC CALENDAR</b> ..... 5</p> <p><b>GENERAL INFORMATION</b> ..... 6</p> <p>Mission Statement ..... 7</p> <p>Vision, Values and Goals ..... 7</p> <p>Academic Freedom ..... 8</p> <p>Accreditation ..... 8</p> <p>Academic Year ..... 8</p> <p>Who May Attend ..... 8</p> <p>Admission and Registration of Students ..... 9</p> <p>Limitations on Enrollment ..... 11</p> <p>Matriculation ..... 12</p> <p>Fees/Residency Requirements ..... 14</p> <p>Transcripts ..... 16</p> <p>Refunds ..... 17</p> <p><b>STUDENT INFORMATION</b> ..... 18</p> <p>Academic Appeals by Students ..... 19</p> <p>Academic Honesty ..... 19</p> <p>Academic Renewal ..... 19</p> <p>The Arts ..... 19</p> <p>Athletics ..... 20</p> <p>Bookstore ..... 20</p> <p>CalWorks ..... 20</p> <p>College Connection ..... 21</p> <p>Career Center ..... 21</p> <p>Community for Academic Progress (CAP) ..... 21</p> <p>Counseling Center ..... 21</p> <p>Disability Resource Center ..... 22</p> <p>Discipline ..... 22</p> <p>Early College Middle College Programs ..... 22</p> <p>Extended Opportunity Program and Services ..... 22</p> <p>Student Financial Services ..... 23</p> <p>Food Services ..... 27</p> <p>Foster Youth Services ..... 27</p> <p>Student Health and Psychological Services ..... 27</p> <p>Gateway College and Career Academy ..... 27</p> <p>Honors Program ..... 27</p> <p>Center for International Students and Programs ..... 28</p> <p>International Education/Study Abroad ..... 28</p> <p>Job Placement Services ..... 28</p> <p>Library/Learning Resources ..... 28</p> <p>Publications ..... 29</p> <p>Student Services/Clubs and Organizations ..... 29</p> <p>Student Employment Services ..... 30</p> <p>Standards of Scholarship: Probation and Dismissal ..... 31</p> <p>Standards of Student Conduct ..... 31</p> <p>Student Discipline Procedures ..... 33</p> <p>Student Grievance Process ..... 36</p> <p>Title V Pathways to Excellence ..... 38</p> <p>Transfer Center ..... 38</p> <p>TRiO Programs ..... 39</p> <p>Tutorial Services ..... 39</p> <p>Veterans Assistance ..... 40</p> <p>Academic Success Guide ..... 41</p>	<p><b>GRADUATION REQUIREMENTS</b> ..... 42</p> <p>Associate Degree ..... 43</p> <p>General Education Student Learning Outcomes ..... 43</p> <p>Graduation Requirements for the Associate Degree ..... 43</p> <p>Scholastic Honors at Commencement ..... 52</p> <p>Dean’s List ..... 53</p> <p>Grading System ..... 53</p> <p>Advanced Placement ..... 54</p> <p>Credit by Examination ..... 54</p> <p><b>REQUIREMENTS FOR COLLEGE TRANSFER</b> ..... 64</p> <p>Requirements for Transfer ..... 66</p> <p>California State University ..... 66</p> <p>University of California ..... 66</p> <p>Course Identification Numbering System (C-ID) ..... 67</p> <p>Associate Degrees for Transfer ..... 67</p> <p>California State University General Education (CSUGE) . . . 80</p> <p>Intersegmental General Education Transfer Curriculum (IGETC) ..... 82</p> <p><b>CURRICULAR PATTERNS</b> ..... 84</p> <p>Workshop Courses ..... 85</p> <p>Work Experience Education ..... 85</p> <p>High School Articulated Courses ..... 85</p> <p>Associate of Science Degrees/College Certificates ..... 89</p> <p>Associate Degree and Certificate Patterns ..... 97</p> <p><b>COURSE DESCRIPTIONS</b> ..... 136</p> <p>Credit Courses ..... 138</p> <p>Non-Credit Courses ..... 280</p> <p><b>FACULTY</b> ..... 283</p> <p>Riverside City College Faculty ..... 285</p> <p><b>DISTRICT</b> ..... 295</p> <p>Phone Listing ..... 296</p> <p>Administration ..... 298</p> <p>Mission Statement ..... 299</p> <p>Vision and Values ..... 299</p> <p>Strategic Themes and Goals ..... 299</p> <p>History and Development ..... 300</p> <p>District Memberships ..... 301</p> <p>Strategic Communications and Institutional Advancement . 301</p> <p>RCCD Foundation ..... 301</p> <p>Open Campus ..... 301</p> <p>Reserve Officer Training Corps ..... 302</p> <p>Family Educational Rights and Privacy Act ..... 302</p> <p>Graduation Requirements for Degrees/Certificates Policy . . 303</p> <p>Instructional Materials Fees ..... 304</p> <p>Repetition and Repeatable Policy ..... 304</p> <p>Commitment to Diversity, Non-Discrimination and Prohibition of Harassment and Retaliation Policies ..... 307</p> <p>Academic Administration ..... 312</p> <p>Faculty Emeriti ..... 313</p> <p><b>INDEX</b> ..... 317</p>
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## PRESIDENT'S MESSAGE

Riverside City College officially closed the door on its Centennial by graduating its 100th class in June. First opened in 1916, RCC is one of California's oldest and finest community colleges, and a landmark in Riverside. For decades, the College has served a student population that is the most dynamic and diverse among the colleges serving the Inland Empire. Each year, 27,000 students select RCC as their launching point for their college education.

The College offers strong programs in liberal arts, sciences, performing arts, nursing, cosmetology, culinary arts, and numerous programs in applied technology. By enrolling in RCC, you have selected an excellent institution of higher education. Whether your goal is developing a specific skill, obtaining a credential or transferring to a university, the faculty, staff and administration at RCC want your educational experience to be extraordinary.

Consider this catalog as a reference document; it provides a comprehensive overview of our institution and includes essential information. 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 — whether continuing or beginning — for continued success in your educational pursuits.

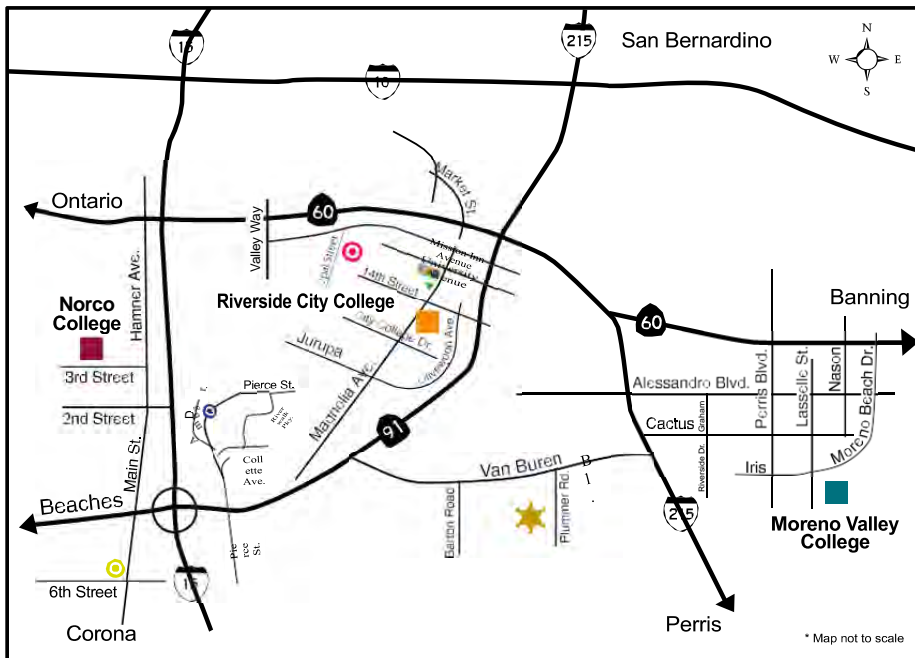
Wolde-Ab Isaac, Ph.D.  
President





## RIVERSIDE CITY COLLEGE

4800 Magnolia Avenue  
 Riverside, California 92506-1299  
 (951) 222-8000  
 www.rcc.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
- RCCD Economic Development  
152 East Sixth Street  
Corona, CA 92879  
(951) 571-6474
- Rubidoux Annex  
4250 Opal Street  
Jurupa Valley, CA 92509  
(951) 328-3790
- Stokoe Annex  
4501 Ambs Drive  
Riverside, CA 92505  
(951) 328-3660
- ★ Ben Clark Training Ctr.  
16791 Davis Avenue  
Riverside, CA 92518  
(951) 571-6300
- ▲ The Center for Social Justice and Civil Liberties  
3855 Market Street  
Riverside, CA 92501
- Centennial Plaza:  
RCC Culinary Arts Academy  
RCCD District Offices  
Market Street  
Riverside, CA 92501
- Coil School for the Arts  
3890 University Avenue  
Riverside, CA 92501

\* Map not to scale

# RIVERSIDE CITY COLLEGE



**UPPER CAMPUS**

- 1. Digital Library & Learning Resource Center  
Academic Senate/CTA  
Auditorium  
Glenn Hunt Center for Teaching Excellence  
Instructional Media Center  
Transfer Academy  
WL Lab
- 2A. Student Services and Administration (Dr. Charles A. Kane Student Services and Administration Building)  
Academic Affairs  
Admissions & Records  
Assessment Center  
Auxiliary Business Services/Cashier  
Business Services  
CalWORKs/Resource Center  
Career/Transfer  
Counseling  
Disability Resource Center  
Extended Opportunities Programs & Services (E.O.P.S.)  
Financial Aid  
Outreach Completion Counts Welcome Center  
President's Office  
Student Employment Services  
Student Financial Services  
Student Services  
Transcripts  
TRIO  
Veterans' Services
- 2B. Administration (O.W. Noble)  
Section A  
Board Room  
H.O.M.E. Room (The Ujima Project)  
Mailroom/Admin Service Center  
Section B  
Administrative Conference Room  
Dean of Instruction, Languages, Humanities and Social Sciences  
Evaluations
- 3. Quadrangle (Arthur G. Paul)  
Art Gallery  
Dean, Fine and Performing Arts

- 4. Business Education (Alan D. Pauw)  
Independent Living Program (ILP)  
Micro Support Services
- 5. Music
- 5A. Music Annex
- 6. Music Hall (Richard M. Stover)
- 7. Landis Performing Arts Center
- 7A. Landis Annex
- 8. Martin Luther King, Jr. High Tech Center  
Academic Labs  
Academic Support & Community for Academic Progress (CAP)  
Center for Communication Excellence  
Math Learning Center  
Stem Center  
Tutorial Services  
Writing and Reading Center
- 9. Viewpoints
- 10. Planetarium (Robert T. Dixon)
- 11. School of Nursing  
Healing Garden
- 12. Math and Science Building
- 13. Student Center (Ralph H. Bradshaw)  
Aguilar Patio  
Bookstore  
Cafeteria/Food Services  
Citrus Room  
Hall of Fame  
Health Services  
Heritage Room  
Student Activities  
Upward Bound
- 13A. ASRCC Student Government
- 15. (Cesar E. Chavez)
- 15A. Annex/Wells Fargo

**LOWER CAMPUS**

- 16. Sports Complex (Samuel C. Evans)  
Baseball Field  
Pony League Field (Nate DeFrancisco)  
Softball Field (Ab Brown)
- 17. Early Childhood Education
- 18. Ceramics

- 19. Art
- 20. Gymnasium (Arthur N. Wheelock)  
Athletics/Coaches' Office  
Fitness Room
- 21. Stadium (Arthur N. Wheelock Field)  
Weight Room
- 22. Nature Trail (Arlene & Robert F. Richard)
- 23. North Hall
- 24. College House
- 25. Riverside Aquatics Complex
- 26. Technology B  
International Students Center  
Printing & Graphics Center
- 27. Technology A  
Air Conditioning & Refrigeration  
Career/Technical Education  
Welding
- 28. Automotive Technology
- 29. Lovekin Complex  
College Safety and Police  
Gateway to College (GTC)  
Marching Tigers  
Photo Lab & Studio  
Tennis  
Tennis Courts (Fran Bushman)
- 30. Gymnasium (Catherine S. Huntley)  
Band  
Dance
- 31. Pilates Studio (Eleanor H. Crabtree)
- 32. Warehouse
- 33. Maintenance & Operations
- 34. Cosmetology
- 35. Alumni House - 3564 Ramona Drive  
Foundation
- 36. Parking Structure
- 37. Practice Field

## Riverside City College Administration

Cecilia Alvarado  
Dean, Student Services and Programs

Kristine DiMemmo  
Dean of Instruction, Career and Technical Education

Sandra Baker, DNP, RN, CNE  
Dean, School of Nursing

Scott Bauer, Ph.D.  
Dean of Instruction, Fine and Performing Arts

Henry Bravo  
Instructional Media Center Manager

Greg Burchett  
Riverside Curriculum Committee Chair

Raymond West, Ph.D.  
Interim Vice President, Business Services

Allison Douglas-Chicoye, Ph.D.  
Dean of Instruction, Student Success and Support Programs

FeRita Carter, Ph.D.  
Vice President of Student Services

Miguel Contreras  
Project Director, Gateway to College

David Cooper  
Facilities, Grounds and Utilization Manager

Thomas Craft  
Director, Football Operations/Head Football

Renee Martin Thornton, Ph.D.  
Director, Health Services

Jose Diaz  
Director, Upward Bound

Cynthia Fazio  
Health Services Supervisor

Carol Farrar, Ph.D.  
Vice President, Academic Affairs

Gregory Ferrer  
Director of Disability Resource Center

Arun Goyal, Ph.D.  
Interim Dean of Instruction, Math, Sciences & Kinesiology

Michael Haley  
Assistant Dean, Center for International Students and Programs

Elizabeth Hilton  
Director, Student Financial Services

Wolde-Ab Isaac, Ph.D.  
President

Robert Kleveno  
Sergeant

Myung Koh, Ph.D.  
Interim Director, Institutional Research

Juan Lopez  
Campus Administrative Support Center Supervisor

Wendy McEwen  
Dean, Institutional Effectiveness

Susan Mills, Ph.D.  
Vice President, Planning & Development

Mohammad Moghaddam  
Executive Director, Hospitality and Culinary Arts Programs

Robert Morris  
Assistant Custodial Manager

Kyla O'Connor  
Dean, Enrollment Services

Whitney Ortega  
Director, Foster and Kinship Care Educational Program

Julianne Pehkonen  
Director, Career and Technical Education Programs

Antoinette Rangel  
Early Childhood Education Manager

Cheryl Ruzak  
Director, Food Services

Mark Sellick, Ph.D.  
Faculty Senate President

Ralph Velasquez  
Custodial Manager

Terry Welker  
Library and Learning Resources Administrative Manager

Raymond West, Ph.D.  
Acting Director, Facilities, Maintenance and Operations

James Wooldridge  
Director, Athletics

Kristi Woods, Ph.D.  
Interim Dean of Instruction, Languages Humanities & Social Sciences

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**Academic Calendar 2017-2018**

June 2017						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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July 2017						
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30	31					

August 2017						
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September 2017						
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October 2017						
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29	30	31				

November 2017						
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December 2017						
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24	25	26	27	28	29	30
31						

January 2018						
S	M	T	W	TH	F	S
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February 2018						
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March 2018						
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April 2018						
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29	30					

May 2018						
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27	28	29	30	31*		


June 2018						
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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 Thursday Evenings Only \*\* June 7 - Morning and Afternoon Final Exams and Evening Commencement


 Part-time Faculty Orientation  
To be arranged by college


 Required Day/New Faculty Aug 22


 FLEX Days  
Fall August 23-24-25  
Spring February 9


 Final Exams  
Fall: Dec 8-14  
Spring: May 31-June 7


 Classes Not in Session

 Summer Session 2 2017  
June 19-July 27

 Fall 2017  
August 28-December 14  
Weekend Classes-September 2-December 10

 Winter Session 2018  
January 2 - February 8

 Spring 2018  
February 12-June 7  
Weekend Classes: February 24-June 7

 Commencement June 7

 Legal Holiday/Day of Observance

For final exam schedule, please refer to the Class Schedule.  
Graduation: June 7, 2018  
The application deadline to walk in the Commencement Ceremony is April 1, 2018



**Section I**  
**GENERAL INFORMATION**

**MISSION STATEMENT****RIVERSIDE CITY COLLEGE**

Riverside City College provides a high-quality affordable education to a diverse community of learners by offering career-technical, transferable, and pre-college courses leading to certificates, associate degrees, and transfer. Based on a learner-centered philosophy, the college fosters critical thinking; develops information 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; cocurricular activities; and community programs. RCC empowers students as they work towards individual achievement, intellectual curiosity, and life-long learning.

**VISION**

Riverside City College aspires to continue and expand its tradition of excellence as a premier community college that is recognized for excellence in education, innovation, and service.

**VALUES****STUDENT CENTEREDNESS:**

To serve the best educational interests of the students; to offer a comprehensive and flexible curriculum together with programs and services according to diverse and evolving student needs; to treat each other with a sincere, caring attitude and to respond to suggestions and constructive criticism from students; to counsel and advise students to help them plan for and progress toward their individual educational goals; and to recognize outstanding student performance.

**TEACHING EXCELLENCE:**

To communicate to students a body of knowledge in a creative, stimulating, and challenging manner; to work to establish student and instructor rapport; to maintain the highest standard of professional performance and recognize teaching excellence; to promote the exchange of ideas among colleagues and provide opportunities for professional development; to define for students course goals, objectives and grading standards, making clear the expectation of high achievement; to encourage students to think critically and analytically, applying learning principles, concepts, and skills; and to inspire independence of thought and self-discipline .

**LEARNING ENVIRONMENT:**

To create an atmosphere in which students, faculty, and staff find satisfaction in their work and feel pride in achievement; to provide programs and support services that are responsive to student and community needs; to provide and maintain state-of-the-art equipment and ample supplies necessary for effective learning environments; to provide comfortable, functional, and

aesthetically-pleasing facilities and grounds; and to actively support academic and social activities that take place both inside and outside the classroom .

**TRADITION:**

To further the traditions of pride, quality, innovation, and professionalism found in this institution; to share our heritage by making Riverside City College the educational and cultural center of the communities it serves; and to build for the future on the foundations of our past.

**GOALS****I. STUDENT 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. 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 2017-2018 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 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.

## **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). The application period for a term closes two weeks prior to the start of that term, for example, the deadline to submit an application for the fall term is two weeks before the first day of the fall term. Computers and assistance are available in the Admissions lobby.

### **Home College**

Each applicant will be required to apply to one of the three District colleges: Moreno Valley, Norco, or Riverside City College and in doing so establishes it as their "Home College." Applicants will choose their program of study/major from those offered at the Home College as well as receive services (counseling, financial aid, veterans support, EOPS, CalWORKs, and Student Support Services) at that location.

Applicants to one college are permitted to register for courses offered at all three colleges. All coursework completed, regardless of location, will appear on one academic record.

Important - Special programs require a supplemental application process. By selecting Nursing, Dental Hygiene, Vocational Nursing, and Physician Assistant as your major will not automatically admit you into the program.

### **Schedule of Classes**

The Schedule of Classes is available online at [www.rcc.edu/departments/Pages/Class-Schedule.aspx](http://www.rcc.edu/departments/Pages/Class-Schedule.aspx). Open classes can be viewed on 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 WebAdvisor at [www.rcc.edu](http://www.rcc.edu) approximately 6-8 weeks

before the term begins. Students can register on WebAdvisor on or after their scheduled appointment date and time through the end of the registration period. 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, On-line 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 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 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 his/her account charged with enrollment and other required fees. Changes in Waitlist status are emailed to the student's college email address and are posted to the student's WebAdvisor page. Waitlisting ends two days prior to the first class meeting. 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.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 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 Riverside City 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 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.

Course work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absence for any reason excuse the student from completing all the work assigned in a given course. After an absence, it is the responsibility of the student to 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 Admissions and Records Office for exemption status on a case-by-case basis.

### **Prerequisite**

When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 40 wpm), an ability (speaks and writes French fluently), a placement preparation score, or successful completion of a course (grade "C" or better in CHE-1A).

Completion of the prerequisite is required prior to enrolling in the class. Students who have completed a course at another institution for which they would like credit must fill out a Prerequisite Validation Form in order to have coursework on official transcripts validated for math, English, or other prerequisites. If you are currently enrolled in a prerequisite course at Riverside Community College District (i.e., Math 52), you will be allowed to register for the succeeding class (i.e., Math 35). However, if you do not pass the prerequisite course with at least a "C" grade, you will be dropped from the succeeding class. Successful completion of a prerequisite requires a grade of "C" or better or P (Pass). C-, D, F, FW, NP (No Pass), or I grades are not acceptable.

### **Corequisite**

When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary for a student to be successful in the course. (Completion of, or concurrent enrollment in, Math 1A is required for Physics 4A.)

It is the student's responsibility to know and meet the course pre-requisites and corequisites. These are stated in the course descriptions of the schedule of classes and the current college catalog. A student may be required to file proof of prerequisite and corequisite requirements.

### **Advisory**

When a course has an advisory, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is advised, but not required, to meet the condition before or in conjunction with enrollment in the course (eligibility for ENG 1A is recommended) students will not be blocked from enrolling in a class if they do not meet the advisory.

### **Official Evaluation of Credit Completed at Other Schools**

Students who have completed credit at RCCD or other institutions and wish to obtain a Riverside City, Moreno Valley, or Norco college degree, certificate, or transfer to a CSU or UC, may request an official evaluation by

completing a "Student Request for Official Evaluation" form . These forms are available in the Counseling Department. The student must currently be enrolled at RCCD. The official evaluation will be completed by the Evaluations Office once all official transcripts (ones that are received by RCCD directly from the issuing institution) are received. A copy of the completed evaluation will be forwarded to the student.

### **Health Requirements**

It is recommended that each student new to Riverside Community College District have current immunizations and a physical examination by his or her family physician before enrolling. Students who plan to participate in intercollegiate athletics should contact the Kinesiology department about sports physicals. 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 (now known as Student Success and Support Program) at the three colleges of Riverside Community College District is intended to assist students in accessing college and providing support services to help them establish and achieve their educational goals . Students eligible for matriculation are provided an evaluation of basic skills, orientation, counseling, completion of an educational plan and follow-up services. All first-time college students must complete Assessment, Orientation and Counseling prior to registering for classes.

#### **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 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.

It is the student's responsibility to a) complete placement testing and orientation prior to registering for classes, b) express a broad educational intent upon admission, and c) declare a specific educational goal by the time 15 semester units are completed. The student is also responsible for participating in counseling, attending class, completing assignments, and maintaining progress toward that educational goal.

If you have questions regarding the matriculation process, please contact the Counseling Center at Riverside (951) 222-8440.

### **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: Riverside, (951) 222-8060.

Most new students are required to take an assessment test upon initial entry into RCCD and before Counseling appointments can be made or enrollment into any classes. The Accuplacer test is used for placement into English, math and reading courses, and the PTESL (Proficiency Test in English as a Second Language) is used for placement into ESL courses. Some returning students and students transferring to RCCD from another college may need to test as well (consult a counselor).

An appointment is required for all tests administered by the Riverside Assessment Center . To book an appointment, please visit <https://esars.rcc.edu/Riverside/Assessment/index.htm>. During most times of the year, appointments fill one to two weeks in advance. Hours of operation are posted outside each Assessment Center and are available at [www.rcc.edu/services/assessment/Pages/TestingSchedules.aspx](http://www.rcc.edu/services/assessment/Pages/TestingSchedules.aspx)

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 [www.rcc.edu/services/assessment/Pages/Index.aspx](http://www.rcc.edu/services/assessment/Pages/Index.aspx).

It is strongly recommended that students enroll in an appropriate composition course (English 1A, 50, 80, 60A or 60B) during their first or second semester of enrollment. Students who do not meet Riverside Community College District's reading competency requirement should also enroll in an appropriate reading class (Reading 81, 82 or 83) within their first 18 units undertaken at the college. Development of competent reading and writing skills is necessary for the student's success as more and more college courses put increasing emphasis on the student's ability to read at a college level and to write clear, correct English

#### **Orientation/Counseling**

All first-time college students must complete a freshman on-line orientation/counseling session prior to registering for courses. This online session will introduce students to services and educational programs at Riverside City College; provide students with information on registration procedures and placement results; and assist students in developing their first semester educational plans. Students will be able to access the on-line orientation and advisement session 48 hours after the completion of their assessment test. To access the session they can log on to their WebAdvisor account and click on the on-line orientation link under the academic planning header. Students should make sure to develop a one semester student educational plan after completing the orientation presentation. The first semester educational plan link will appear shortly after on-line orientation is completed. For any further questions please call (951) 222-8440 or stop by the Counseling department.

#### **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 Student Educational Plan. All AP and/or IB official results must be requested to be sent to RCC. Students may bring in a sealed envelope official transcripts dated within 90 days/three months to the counseling office.

#### **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.

All students pursuing certificate or degree programs, either Associate or Baccalaureate, should see their counselor each semester to review their "Student Educational Plans" (SEP).

#### **Follow-Up: Academic Progress**

Counselors and teachers will provide follow-up activities on behalf of matriculated students. "Early Alert" follow-up activities are designed to inform students of their progress early in the semester and to continue to assist students in accomplishing their educational goals. "Probation/dismissal" activities help students make progress toward successful completion of their academic goals. Referrals for appropriate support services will be made to on-campus and off-campus locations when appropriate.

#### **Student's Rights and Responsibilities: Prerequisites**

Any student who does not meet a prerequisite or corequisite, or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and



- resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

Students wishing to utilize the challenge procedure must contact Counseling and complete the required Matriculation Appeals Petition. Prerequisites and/or corequisites may be challenged based on the following criteria:

1. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites;
2. The prerequisite or corequisite is in violation of Title 5, Section 55003;
3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available or such other grounds for challenge as may be established by the Board;
6. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students;
7. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the District's own records, then the District has the obligation to produce that information.

Unofficial transcripts may be submitted one time only

with the Matriculation Appeals Petition to temporarily validate a prerequisite. However, official transcripts must be received prior to registration for the next term for permanent validation. "Official" is defined as transcripts no more than 90 days old and in a sealed envelope from the original institution.

Students may appeal to retake the placement test:

- After 12 months 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 5 year period for the Math or English placement tests.

#### **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 nonresident fees. International applicants pay an Admission application fee and Health insurance fee.

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

**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 he/she signs an affidavit verifying:

1. High school attendance in California for three or more years.
2. Graduation from a California high school or attainment of the equivalent thereof (equivalent considered GED or high school proficiency test) must be obtained in the state of California.
3. In the case of a person without lawful immigration status, 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 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:

- i. Demonstrates a financial need for the exemption.
- ii. Has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act.
- iii. Moved abroad as a result of the deportation or voluntary departure.

- iv. Lived in California immediately before moving abroad.
- v. Attended a public or private secondary school in California for three or more years.
- vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education.
- vii. 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.
- viii. Documentation shall be provided at Office of Admissions and Records by the student as required by statute as specified in Education Code section 76140(a)(5) .

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

**Health Fee**

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

**Parking**

Parking permits may be purchased on WebAdvisor at [www.rcc.edu](http://www.rcc.edu), the cost of which includes shipping and handling. Parking permits may be requested through 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.

**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 1 year) the replacement cost and processing fee will be waived or refunded, however, the overdue fines will still be charged .

#### **Library card fees:**

Community members may purchase a library card for \$5 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, used and new textbooks.

In some courses, students will be expected to provide consumable items. In such classes, students will be informed of these items at the first meeting and will be expected to purchase them in order to continue in these classes. Whenever possible, the RCC Bookstore will attempt to stock the required items.

#### **Payment Method**

The RCCD Bookstores will gladly accept MasterCard, Visa, American Express and ATM debit cards (with VISA or MasterCard logos) and Barnes and Noble gift cards. If you are using your parent’s credit card, you MUST have a written authorization letter from them with a signature on both the letter and the card. Checks are not accepted.

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

#### **Other Charges**

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

#### **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 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 \$7 for each additional official transcript requested. Transcripts may take 2 to 3 business days to process. For expedited services, students may select additional service options:

- Rush Service (24 hours): Additional \$10
- On Demand 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 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 course work on official transcripts validated for English, Mathematics, and other prerequisites.

Transcripts submitted become the property of Riverside Community College District and cannot be returned to the student nor be forwarded to another institution. When a student has three consecutive years of non-attendance at RCCD, transcripts from other institutions will be purged from the student’s record. If the student returns to RCCD after three years of non-attendance, new official transcripts from all other accredited institutions will be required. Students planning to graduate from Riverside Community College District, or 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 nonresident tuition as set by the Board of Trustees.

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**

### **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.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 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 who is classified as a California resident is also exempt from non-resident tuition. A qualified veteran and/or dependent who reside in California and are attending a California school within 3 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

**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 course work taken at RCCD to be disregarded in the computation of Riverside Community College District grade point averages . Petitions are available in the Admissions offices of the Riverside, Moreno Valley and Norco colleges. The policies are as follows:

- 1 . A student may request academic renewal for not more than two terms of grades and credits which are not reflective of a student's present ability and level of performance .
- 2 . At least two semesters of college work (24 units) with a grade point average of 2.0 must have been completed at any accredited college or university subsequent to the term(s) to be disregarded in calculating the GPA obtained at RCCD . (Official transcript is required .)
- 3 . If and when the petition is granted, the student's permanent record will be annotated so that it is readily evident to all users of the record that no units for substandard work taken during the term(s) are calculated in the GPA will apply toward graduation or other unit commitment . However, all work will remain on the permanent record to ensure a true and complete academic history .
- 4 . A student may be granted academic renewal only once .

- 5 . A student may repeat work taken during academic renewal terms only if such repetition is necessary to allow normal progression toward an acceptable educational objective .

## Course Prerequisites and Corequisites

All course prerequisites and corequisites will be enforced . This includes both required prerequisite courses as well as required assessment preparation levels . The Accuplacer assessment test, in conjunction with multiple measures, is used to generate placement levels in English, Math, and Reading . The PTESL (Proficiency Test in English as a Second Language) is used to generate placement levels in ESL . All placement tests taken prior to July 1, 2001 are no longer valid .

Students who have not satisfactorily completed a prerequisite for a course will be denied admission to that course . A grade of "C" or better is required for satisfactory completion of a course which is a prerequisite to a subsequent course .

If prerequisites or corequisites were met by completing courses at another college or university, students must request that the official transcript(s) be sent to the 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 Dr . 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 the Riverside college .

Each year, two student clubs, the Art Club and the Clay Club, award scholarships to art students who desire a future in the arts . The clubs also organize extracurricular events such as student art exhibitions, guest artist workshops, and field trips to art museums .

The college art gallery is located on the Riverside college in the A.G. Paul Quadrangle room number 140. The Quad Art Gallery is an exceptional display space that exhibits works by national and regional artists as well as yearly exhibitions of faculty and student works providing a variety of culturally diverse art to the community .

### DANCE

The Dance 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 thru WebAdvisor. A list will be populated with the required materials for classes as well as recommended books or study guides. The bookstore offers many choices for textbooks which may also be ordered at [www.rcc.bncollege.com/](http://www.rcc.bncollege.com/) such as:

- Rentals - Over 50% (and growing) of our titles are available to rent which means the students will save 50% off the new textbook price. Students can highlight and take notes in the book. The books are due back when the student has completed finals. Students will need a valid debit card or credit card to secure the rental.
- Used - Save 25% of the new textbook price.
- E-textbooks - Save up to 60% by buying or renting a digital book. This is an instant download from our website [www.rcc.bncollege.com/](http://www.rcc.bncollege.com/). Download the free etextbooks application for PC and MAC at [www.nookstudy.com/college](http://www.nookstudy.com/college).
- New - A fresh new start to the new semester - prices will vary. Remember to sell your new textbooks back to the bookstore and get up to 50% cash back.

The bookstore offers a large variety of supplies for your classes as well as items to show off your school pride with a wide selection of school spirit accessories. Also, students can grab a quick snack to go. The store also has a laptop program and carries all Nook devices.

### Return policy

The bookstore accepts cash, credit cards and Barnes and Noble gift cards. Checks are not accepted. Full refunds will be given the first week of class. Students must have a receipt and the book must be in the same condition that it was purchased in. Visit the website [www.rcc.bncollege.com/](http://www.rcc.bncollege.com/) for the complete return policy.

## 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.

## COMPLETIONCOUNTS

Riverside City College (RCC), the City of Riverside, Alford Unified School District (AUSD), Riverside Unified School District (RUSD), and the Greater Riverside Chambers of Commerce (GRCC), are partners in a concerted effort to improve college going and college completion rates. Funded by the Bill and Melinda Gates Foundation, this partnership is committed to building a college-minded culture and creating systemic change to improve college-readiness, college going rates, degrees and certificates with value in the marketplace

and employment outcomes for ages 16-26. Additionally, the goal is to raise the number of college graduates in Riverside.

Graduating seniors from AUSD or RUSD high schools have an opportunity to "opt-in" to the 2 Year Guarantee Contract offered by RCC. In order to be eligible, students must place into English 50 (or higher) and Math 35 (or higher), complete a Free Application for Federal Student Aid (FAFSA), enroll in 15 .0 units each semester, maintain a 2.0 GPA, and take English and math their first semester at RCC. Students will meet with a counselor each semester. Students unable to complete the FAFSA may speak with the Welcome Center to find an alternative way to fulfill that requirement. PLEASE NOTE: Various deadlines will be in place to ensure students have completed all of the necessary steps so they can take advantage of the early registration this program offers.

Additionally, students can find helpful information on the [www.College311.org](http://www.College311.org) website. This is a free website designed to help students and families navigate their way through the K12 system as well as college.

New or returning students can get assistance with the steps to enrolling at RCC at the Completion Counts' Welcome Center. Types of services include assistance with: RCC application, WebAdvisor, RCC email, financial aid questions, and career information. For more information please contact the Welcome Center at (951) 222-8574.

## CAREER CENTER

Students interested in career information should make a counseling appointment or enroll in Guidance 47 a career exploration and life planning course.

## 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).

## COUNSELING CENTER

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

### **How To Schedule An Appointment With a Counselor**

New students may make an appointment with a Counselor after completing Assessment, Orientation and Counseling (AOC). AOC is completed online through WebAdvisor. Students may call the Counseling Center at (951) 222-8440 for an appointment or students may schedule an appointment online at [www.rcc.edu](http://www.rcc.edu) on the Counseling webpage. If a student is unable to keep an appointment, we ask that the student call and cancel or reschedule 24 hours prior. Counseling hours vary by term. The Counseling Center is located in the Dr. Charles A. Kane Student Services and Administration Building.

### **DISABILITY RESOURCE CENTER**

The Disability Resource Center (DRC) provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services. These offices facilitate and encourage academic achievement, independence, self-advocacy and social inclusion for students with documented disabilities in eight primary disability groups as outlined in California's Title 5 Regulations (acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities). The Riverside office is located in Administration 121.

#### **Services are available to students with:**

##### **Physical Disabilities:**

- Acquired Brain Injury
- Amputations
- Arthritis
- Cerebral Palsy
- Multiple Sclerosis
- Muscular Dystrophy
- Orthopedic Disabilities
- Post-Polio Disabilities

##### **Learning Disabilities:**

- Average to above average intellectual ability with a verifiable learning disability.

#### **Other Health Impairments:**

- Cardiac Disease
- Diabetes
- Epilepsy
- Psychological Disabilities
- Communicative Disabilities:
- Deaf
- Hearing Impaired
- Speech Impaired
- Respiratory Disease
- Temporary Disabilities:
- Broken Bones
- Post Operative Recovery
- Other

#### **Support Services Available Include:**

- Adaptive Physical Education
- Alternate Media and Adaptive Technology (i.e., e-text, screenreaders, etc.)
- Counseling
- High Tech Center (Adaptive computer equipment) and assistive devices
- Interpreters/RTC for the Deaf
- Individual tutoring Liaison with other agencies
- Mobility assistance
- Note-taking services
- Priority registration
- Test facilitation

Trained professionals are available in the Disability Resource Center to assist each student in acquiring the support services needed to attain individual academic and career goals. For further information call: Riverside (951) 222-8060 or Video Phone at (951) 801-5675.

Riverside Community College District does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal laws and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) is the Director of Diversity, Equity, and Compliance.

### **DISCIPLINE**

It is understood that each student who registers at the district is in sync with its purposes and will cooperate in carrying out these purposes by adhering to the regulations governing student behavior. The Standards of Student Conduct are listed in the Student Handbook.

### **EARLY AND MIDDLE COLLEGE PROGRAMS**

The Riverside Community College District offers early and middle college programs on each of its three colleges. While the programs differ from one another in some significant respects, all enable high school juniors and seniors to pursue college study while completing their high school study. Interested high school students should consult with their school counselor about opportunities for middle or early college study at an RCCD college in their region.

### **EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)**

Funded by the state of California, the EOPS program provides

academic support services for financially and educationally disadvantaged students. Services available include:

- Personal, academic, and career counseling
- Priority registration
- Supplemental book services
- One-to-one tutoring
- Transfer information and assistance

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 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 AB540 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 (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	DreamSchoolCode
Riverside City College	#001270	#00127000
Moreno Valley College	#041735	#04173500
Norco College	#041761	#04176100

The FAFSA/Dream application is available now for 2016-17. The 2017-18 application will be available October 1, 2016. Complete the 2017-18 FAFSA/Dream application by March 2, 2017 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 WebAdvisor 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 that 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 a debit card, direct deposit into their personal account 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 Board of Governors Fee Waiver and Cal Grant.

- **The Board of Governors Fee Waiver (BOGW)** is a state

program which waives enrollment fees for qualifying CA resident students and eligible AB 540 non-resident waiver students. If eligible, the BOGW will waive enrollment fees. During the fall and spring semesters, the parking fee will be reduced to \$30 .00 per semester . The BOGW does not pay for books or other educational supplies, the student services, 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 BOGW 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 BOGW if eligible. An email is sent to the RCCD student email account when the BOG waiver eligibility is available on WebAdvisor under the financial aid award letter. No separate application is required.

Students on academic dismissal will not be eligible for the BOGW . Loss of BOGW appeals are available in the Admission 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 \$5,775 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 6 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 Web Advisor 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 \$1,648 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 students 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>.

- **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 (6 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 \$3,500 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 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.nslds.ed.gov](http://www.nslds.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 (6 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.scholarshiphunter.com](http://www.scholarshiphunter.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 Board of Governors (BOG) Fee Waiver). All students must determine their home college within the RCC District

in order to receive financial assistance. All units taken within the RCC District (Moreno Valley College, Norco College, Riverside City College) will be paid for by 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 WebAdvisor or in person at the Admissions and Records office on any college. Visit your RCCD email regularly, as all updates and communications are sent to the RCCD email account.

- **Social Security Number**

Be sure that the Social Security number is 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 e-mail 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.

## FOSTERYOUTH 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 Thursday, 8 am to 4:30 pm, Fridays 8 am to noon.

Services include medical care and psychological counseling; care for common health problems; evaluation and treatment by physicians, nurse practitioners, registered nurses, psychological counselors; referrals to a higher level of medical care and/or appropriate professionals in the community; health education; 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.

## HONORS PROGRAM

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

### To be eligible for the program, current RCCD students need:

- 3.0 GPA in 9 transferable units
- Eligibility for or completion of English 1A
- Completed Honors Program application
- Students will need to complete an Honors Program orientation before or during their first semester in the program.

### To be eligible for the program, incoming high school students and all other 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:

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 ten working day posting period expires. Only ten (10) flyers and two (2) posters may be approved. No materials should be posted on glass, windows, mirrors, doors, buildings, trees, wood, plaster interior, or exterior walls.

### 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

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.

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) 222-8340, Quadrangle 100 at Riverside City College.

### 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 on-line employment. Some of the services offered are: Job Referrals for Part-time and Full-time Employment, Resume Development, Interviewing Techniques, Mock Interviews, Job Counseling, Labor Market Information, Resource Materials, Job Search Workshops, Classroom Presentations, On-line Job Search, and Annual Career/Fairs and Recruitment. For additional information, you may contact the office by calling (951) 222-8480.

### 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 – 7 pm

Friday: 7:30 am – 4 pm

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.

## PUBLICATIONS

Viewpoints, the award-winning student newspaper, is published every two weeks. It is produced by Journalism students at Riverside City College and contains news of student, faculty, and staff activities on all three colleges. Other district publications include Muse, RCCD's literary magazine; Community Reports; and the Bulletin, a bi-weekly college newsletter announcing college activities and events.

## SOCIAL EVENTS

An extensive program of activities is provided by the ASRCC. A calendar of these events is maintained in the Riverside Bradshaw Center 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/Welcome-to-ASRCC.aspx](http://www.rcc.edu/arscc/Pages/Welcome-to-ASRCC.aspx).

## CLUBS AND ORGANIZATIONS

The ASRCC sponsors many clubs/organizations. There are honorary, social services, professional, and general interest clubs/organizations. Membership to these organizations is open to all paid members of the ASRCC. Students are encouraged to join campus organizations or form new organizations. Not all clubs listed here are currently active. The ASRCC website offers a complete listing of all campus clubs and procedures for starting a new club.

### Athletics

Student Athlete Advisory Council

Student Athletic Training

### Career

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

Many student services and student government activities are the responsibility of the College Dean of Student Services. The Student Activities Coordinator is located in the Student Activities office.

## EDUCATIONAL SERVICE - SOCIAL

Student clubs and organizations give a major part of their time for improvement of the campus and community through service projects. Although social events are planned throughout the year, the primary goal is to maintain high scholastic standards. Clubs and organizations also exist to provide various kinds of service to the College and to the larger community as well.

## FERPA - DIRECTORY INFORMATION

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the District applies the provisions of FERPA in a strict manner, the law allows the District to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, 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 302.

### HONOR SOCIETY

Riverside Community College District had its own honor society from 1921 until 1953. In the spring of that year, the College was granted membership in Alpha Gamma Sigma, the California Community College honor society. Alpha Gamma Sigma chapter of Riverside Community College was granted its charter on May 8, 1953.

Entering freshmen may join Alpha Gamma Sigma with a temporary membership if they are life members of the California Scholarship Federation. Riverside Community College District students are eligible with a cumulative Riverside Community College District grade point average (GPA) of 3.0 or above.

### SMOKING POLICY

Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased, or rented by or from the District, unless a tobacco use area has been designated.

### STUDENT ACTIVITIES OFFICE

The Student Activities office is rich with activities, events, information, and resources, and acts as a focal point for service and leadership development programs.

### Programs and Services

- Support for the Associated Students of Riverside Community College District
- Support for campus clubs and organizations
- Campus social, recreational, cultural, and educational programming
- Community service and volunteer activities
- Leadership development opportunities
- On-campus events

These services enhance the educational experience of students and foster social, intellectual, and physical growth. The staff is firmly committed to actively promoting student involvement and development.

### STUDENT GOVERNMENT

Riverside 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.

Riverside City College strongly encourages student participation. Students who wish to become involved should visit the Student

Activities office located in the Bradshaw Center.

### STUDENT EMPLOYMENT SERVICES

The Student Employment Program helps students earn money to pay for their educational expenses by working part time (up to 20 hours per week). Hourly pay rates vary and 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 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 CGPA.

Students must have a valid Social Security card and picture ID with the same name in which they register for classes, along with completing additional documentation for an FWS or District position. For more information please refer to our website [www.rcc.edu/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 5 units during intersession.

### **Standards for Probation**

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

1. Academic probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on academic probation if he or she has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the RCCD grading scale.
2. Progress probation: A student who has attempted at least 12 semester units as shown by the official academic record shall be placed on progress probation when the cumulative percentage of unsuccessful units attempted at RCCD reaches or exceeds 50%.
3. A student on academic probation for a grade point deficiency shall achieve good standing when the student's accumulated grade point average is 2.0 or higher.
4. A student on progress probation because of an excess of unsuccessful units attempted at RCCD shall achieve good standing when the percentage of units in this category drops below 50%.

A student who feels an error has been made in his academic status should make an appointment with an RCCD counselor 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).)

## 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.

## TITLE V PATHWAYS TO EXCELLENCE

RCC's Title V-funded Pathways to Excellence is a five-year initiative designed to 1) engage RCC students, 2) engage RCC faculty, and 3) provide physical and virtual engagement centers where RCC students, faculty and staff can work together to achieve success . Enrolled Pathways to Excellence students will explore their skills, interests, and abilities; then, match these to career pathways in Business/Career-Technical, STEM, and Liberal Arts/Humanities . Pathways students will have access to intensive academic planning and student support services . Pathways faculty and staff actively participate in specialized professional development and strategies to support college students who may be the first in their family to attend college and would like further assistance in navigating the college completion process . Going to college, let alone successfully completing a college certificate or degree, is a challenge . The goal of the Pathways to Excellence program at RCC is to develop a streamlined college completion process and structure of student support that will enable students to narrow their focus, define their goals, and achieve those goals . For more information about Pathways to Excellence, please contact the Project Director at (951) 222-8214.

## TRANSFER CENTER

### *Mission:*

To increase the transfer function and to increase 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.

4. 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.
- 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.
- Resource library that includes university and college catalogs.
- Computer access to utilize Internet resources, complete college/university applications, and view college/university information online.
- Transfer Workshops focusing on the UC/CSU application process, the UC Personal Statement (Essay).
- 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:**

- Resource library that includes college/university catalogs, brochures, and handouts
- 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

#### **Internet Access:**

##### **RCC Transfer Website:**

[www.rcc.edu/services/counseling/Pages/home.aspx](http://www.rcc.edu/services/counseling/Pages/home.aspx)

**ASSIST:** [www.assist.org/web-assist/welcome.html](http://www.assist.org/web-assist/welcome.html)

For more information please call: (951) 222-8446

**WESTERN GRADUATE EXCHANGE:** [www.wiche.edu/wue](http://www.wiche.edu/wue)

**ASSOCIATION OF INDEPENDENT COLLEGES AND UNIVERSITIES OF CALIFORNIA:** [www.aiccu.edu/](http://www.aiccu.edu/)

#### **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 or Rubidoux 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 or email [jose.diaz@rcc.edu](mailto:jose.diaz@rcc.edu).

#### **TUTORIAL SERVICES**

Everyone needs a little help from time to time. Tutorial Services provides a supportive learning environment to all students seeking academic support. We strive to help our students better prepare for classes and develop the skills necessary for a successful college career.

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.

### How To Obtain Tutoring Services

If you are in need of a tutor, please follow these simple steps to secure your appointment.

- Come into the Tutoring Services office to sign up, or visit our webpage: [rcc.edu/services/tutoring](http://rcc.edu/services/tutoring).
- Make an appointment with a tutor through our online scheduling program - go to [rcc.edu/services/tutoring](http://rcc.edu/services/tutoring), and click on "Schedule a tutoring appointment".
- Contact Tutorial Services at 222-8170, if you need assistance finding an available tutor for your subject.
- Meet with your tutor during your appointment time. We are located in MLK 221.

### 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 Education 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 VASEP. 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 2-3 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 / Charles Kane 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, 2<sup>nd</sup> 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, 1<sup>st</sup> 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 / 2<sup>nd</sup> 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, 3<sup>rd</sup> Floor

The MLC offers support and faculty tutoring in the area of mathematics and computation skills.

### Puente Program (951) 222-8459 / Charles Kane Building, Office 116

The Puente Program is a learning community incorporating Chicano/Latino literature and personal development courses in a one-year program. The goal of the program is transfer to a four-year university or college and successful completion of a bachelor’s degree program.

### Science Technology Engineering Mathematics (STEM) Program (951) 222-8542 / MLK 222

The STEM center provides access to faculty, discussion and study space for STEM students.

### Student Email/WebAdvisor Assistance (951) 222-8574 / Charles Kane Building

The Welcome Center provides students assistance with college applications, adding and dropping courses, student email, college tours, registration, and WebAdvisor.

### Tutorial Services (951) 222-8169 / DL 112

Tutorial Services offers free one-to-one and small group tutoring sessions to assist students in achieving academic success through the use of peer tutors.

### Veterans Resource Center (951) 222-8607 / Charles Kane Building

The Veterans Center provides assistance to Veterans seeking educational benefits and resources.

### Writing and Reading Center (951) 222-8632 / MLK, 1<sup>st</sup> 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 & 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 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/3 months, be in their original sealed envelope, and be submitted to the Admissions and Records office at the student's home college. Course credit is accepted from all regionally accredited institutions as listed at [www.collegesource.org](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. Honors for graduation will be calculated in the same manner.

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 pursued 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.

### 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.

## 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,

\*\*18A Computer Information Systems

(CIS): 1A Economics (ECO): 7, 7H, 8,

8H

Political Science (POL): 8

#### **Elective Courses (9 additional units, selected from the following):**

Accounting (ACC): 1A, 1B, 38

Business Administration (BUS): 10, \*\*18A, \*\*18B, 20, 22, 80

Communication Studies (COM): 1, 1H, 6, 9, 9H, 12, 13

Computer Information Systems (CIS): 1A, 1B, 2,

3, 5 Computer Applications and Office Technology

(CAT): 3, 31 Economics (ECO): 4, 6, 7, 7H, 8, 8H

Library (LIB): 1

Management (MAG): 44

Marketing (MKT): 20

Political Science (POL): 6, 8

### **A course may only be counted once.**

**\*\*Credit limitation:** UC will accept a maximum of one course for transfer.

### 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, 22

**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, 1A, 1B, 1H, 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, 74, 77A, 77B, 80, 200

Art (ART): 1, 2, 2H, 5, 6, 6H, 7, 8, 9, 10, 12, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25A, 25B, 26, 27, 28A, 28B, 30A, 30B, 34, 35A, 35B, 36A, 36B, 38, 39, 40A, 40B, 41A, 41B, 42A, 42B, 43A, 43B, 44A, 44B, 44C, 45, 46, 47, 48A, 48B, 49A, 49B, 200

Communication Studies (COM): 1, 1H, 2, 3, 7, 11, 19

Dance (DAN): 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, 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, 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, 8, 9, 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****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):**

Health Science (HES): 1  
 Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17, 18, 24,  
 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47

**Elective Courses (12 additional units, selected from the following):**

Anatomy and Physiology (AMY): 2A, 2B, 10  
 Biology (BIO): 17, 30, 34  
 Early Childhood Education (EAR): 26  
 Guidance (GUD): 45, 46, 47, 48  
 Kinesiology/academic courses (KIN): 4, 6, 8, 10, 12, 16, 17,  
 18, 24, 25, 26, 27, 28, 29, 30, 33, 34, 35, 36, 38, 47  
 Kinesiology/activity courses (KIN): A03, A04, A07, A09, A11,  
 A12, A13, A20, A21, A28, A29, A30, A31A, A31B, A31C, A40,  
 A41, A43, A44, A46, A47, A54, A55, A57, A62A, A64, A67,  
 A68, A69, A74, A75A, A75B, A77A, A77B, A77C, A80, A81A,  
 A81B, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90,  
 A92  
 Kinesiology/varsity courses (KIN): V01, V02, V04, V05, V06, V07,  
 V08, V09, V10, V11, V12, V14, V18, V19, V20, V21, V22, V23,  
 V24, V25, V26, V33, V34, V50, V51, V52, V53, V60, V61,  
 V70, V78, V94, V95

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

**SOCIAL AND BEHAVIORAL STUDIES****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, 10

Geography (GEG): 2, 3, 4, 6

Guidance (GUI): 47

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

Sociology (SOC): 1, 1H, 2, 3, 10, 12, 15, 20, 22, 25, 45

**ASSOCIATE OF SCIENCE****CAREER AND TECHNICAL EDUCATION PROGRAMS**

The Associate of Science Degree in Career and Technical Education Programs will be awarded upon completion of the requirements for the certificate or program of 18 units or more 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 89-127 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,

**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:Anatomy (AMY) 2A,Biology (BIO) 1, 1H,2A,5,7,8,9,  
11, 11H, 34, 36, Microbiology (MIC) 1

**Elective Courses (The remaining units may be taken from any of the following courses):**

Anatomy and Physiology (AMY): 2A, 2B, 10

Anthropology (ANT): 1, 1H

Astronomy (AST): 1A, 1B

Biology (BIO): 1, 1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 11H, 12, 17,  
30, 34, 36

Chemistry (CHE): 1A, 1AH, 1B, 1BH, 2A, 2B, 3, 10, 12A, 12B, 17

Computer Information Systems (CIS): 5, 17A, 17B, 17C, 18A, 18B, 18C

Electronics (ELE): 21, 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 . Microbiology (MIC): 1

Oceanography (OCE): 1, 1L

Physical Science (PHS): 1, 5

Physics (PHY): 2A, 2B, 4A, 4B, 4C, 4D, 10, 11

Psychology (PSY): 2

A course may only be counted once.

**DEGREE CHANGEALERT!**

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. .

**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

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 60AB, 60A1, 60A2, 60A3, 60A4, 80, 90B; 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, 87, 95.

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, chemistry, Geography 1 or 5/Physical Science 5, geology, microbiology, oceanography, physical science, physics and Psychology 2 . Waiver for this requirement will be granted for Cosmetology 60C, and Electronics 21 .

**B. SOCIAL AND BEHAVIORAL SCIENCES (6 units)**

1 . American Institutions (3 units)

History 6 or 6H, 7 or 7H, 8, 9, 15, 26, 28, 29, 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), 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 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, History 1, 2, 4, 5, humanities, music, philosophy (except Philosophy 11 and 32), Photography 8, theater arts, and film, television and video.

**D. LANGUAGE AND RATIONALITY (10 units)**

1. English composition (4 units).

Courses fulfilling the written composition requirement include both expository and argumentative writing. The English composition requirement may be met by English 1A or English 1AH, with a grade of "C" or better.

2. Communication and analytical thinking (6-8 units)

Courses fulfilling this requirement include oral communication, mathematics, logic, statistics, computer languages and programming. Students must complete one course from two of the following areas:

Communication Studies 1, 1H, or 9, 9H  
Computer Information Systems 1A through 30  
English 1B or 1BH  
Mathematics 1-36  
Philosophy 11, Philosophy/Math 32  
Reading 4

**E. HEALTH EDUCATION AND SELF DEVELOPMENT (5 units)**

1. Health Education (3 units)

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 (3 units)

KIN-4 Nutrition

KIN-30 First Aid and CPR

KIN-35 Foundations for Fitness and Wellness

KIN-36 Wellness: Lifestyle Choices

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

**PLAN B**

RCC's California State University General Education Requirements 2017-2018 see Section IV.

*Grades of 'C' or better must be earned in 30 of these 39 units.*

**A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (min. 9 units)**

*Select one course from each area. Grades of 'C' or better are required.*

□

1. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H

2. Written Communication: English 1A or 1AH

3. Critical Thinking: Communication Studies 2, 3; English 1B or ENG 1BH; Philosophy 11, 32; Reading 4

**B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (min. 10 units)**

*Select one course from areas 1, 2 and 4. At least one of the science courses must have a lab--see underlined courses.*

1. Physical Science: Astronomy 1A, 1B; Chemistry 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

2. Life Science: Anatomy and Physiology 2A, 2B 10; Anthropology 1 or 1H; Biology 1, 1H, 2A, 2B, 3, 5, 6, 7, 8, 9, 10, 11, 12, 14, 14/15, 17, 20, 34, 36; Microbiology 1; Psychology 2

3. Laboratory Activity: This requirement may be met by completion of any lab course listed above in areas B-1 or B-2.

All underlined courses will meet this requirement.

4. Mathematics/Quantitative Reasoning (grade of 'C' or better is required):

Math 1A, 1B, 1C, 2, 3, 4, 5, 6/CSC 6, 10, 11, 12 or 12H, 25, 26, 36

**C. ARTS AND HUMANITIES (min. 9 units)**

Select 3 courses, at least one course from each area:

1. 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, 2, 3, 4, 5; Film, Television and Video 65;  
Music 6, 19 or 19H, 20, 21, 22, 23, 25, 26, 89 or 89H; Theater Arts 3, 9, 29
2. Humanities: American Sign Language 1, 2, 3, 4, 5;  
Arabic 1, 2, 3, 8, 11; Art 4; Chinese 1, 2, 11; English 1B or 1BH, 6, 7, 8, 9, 11, 12, 14, 15, 16, 18, 20, 23, 25, 30, 34, 35, 40, 41, 44, 45, 48; Film Studies 5, 6, 7, 8;  
Film, Television and Video 12; French 1, 2, 3, 4, 8, 11; German 1, 2, 3, 11; History 1, 2, 6\* or 6H\*, 7\* or 7H, 11, 12, 14, 15, 19, 25, 26, 28, 29, 31, 32, 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 or 2H, 3, 3N, 4, 8, 11, 12

**D. SOCIAL SCIENCES (min. 9 units)**

Select at least one course from two different areas:

1. Administration of Justice: 1, 3, 9
2. Anthropology: 2, 3, 4, 5, 6, 7, 8, 21
3. Chemistry: 17
4. Communication Studies: 9 or 9H, 12, 13
5. Early Childhood Studies: 20, 42
6. Economics: 4, 5, 7 or 7H, 8 or 8H, 9, 10; Political Science/Economics 6
7. Film, Television and Video: 41
8. Geography: 2, 3, 4, 6
9. History: 1, 2, 6\* or 6H\*, 7\* or 7H\*, 11, 12, 14, 15, 19, 25, 26, 28, 29, 31, 32, 34, 35; Military Science 1, 2
10. Journalism: 7
11. Political Science: 1\* or 1H\*, 2 or 2H, 3, 4 or 4H, 5, 7ABCD, 8, 10ABCD, 11, 12, 13; Political Science/Economics 6
12. Psychology: 1, 1H, 8, 9, 33, 35, 50
13. Sociology: 1 or 1H, 2, 3, 10, 12, 15, 20, 25, 50

Courses designated with an asterisk (\*) may also be used to satisfy the U.S. History, Constitution and Government requirement.

**E. LIFELONG LEARNING AND SELF-DEVELOPMENT (min. 3 units)**

Select one course from:

- Biology 30; Early Childhood Studies 20, 42; Guidance 47, 48; Health Science 1; Kinesiology 4, 10, 12, 35, 36; 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:

Dance D13, D14, D15, D16, D17, D20, D21, D22, D23, D24, D25, D30, D31, D31B, D32, D33, D34, D37, D38, D39, D43, D44, D45, D46, D47, D48, D49, D50, D51, D60;  
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, A54, A55, A57, V60, V61, A62, A64, A67, A68, A69, V70, A71, A74, A75A, A75B, A77A, A77B, A77C, V78, A80, A81A, A81B, A82, A83, A86, A87, A88, A89A, A89B, A89C, A90, A92, V92, V94, V95

Courses cannot be double-counted to satisfy more than one area, even if a course is listed in more than one area.

**PLAN C**

RCC's Intersegmental General Education Transfer Curriculum (IGETC) 2017-2018 see Section IV.

A min. "C" grade or better (A grade of "C-" is not acceptable.)

1. **ENGLISH COMMUNICATION (3 courses; 9 units)**  
CSU - 3 courses required; one from each group  
UC - 2 courses required; one from group a and one from group b  
a. English Composition: English 1A or 1A  
b. Critical Thinking-English Composition: English 1B (must be taken Fall '93 or later) or 1BH  
c. Oral Communication: Communication Studies 1 or 1H, 6, 9 or 9H (CSU requirement only)
2. **MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (1 course; 3 units)**  
Select one course:  
Math +1A, 1B, 1C, 2, 3, 4, +5, +10, +11, 12 or 12H, 25;  
Math/Computer Science 6
3. **ARTS AND HUMANITIES (3 courses; 9 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, 2, 3, 4, 5; French 11; German 11; Italian 11; Japanese 11; Korean 11; Music 3, 4, 5, 6, 19 or 19H, 20, 21, 22, 23, 25, 26, 89 or 89H; Russian 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 6, 7, 8; French 2, 3, 4, 8; German 2, 3; History 1, 2, 6 or 6H, 7 or 7H, 11, 12, 14, 15, 19, 25, 26, 28, 29, 31, 34, 35; Humanities 4 or 4H, 5 or 5H, 8, 9, 10 or 10H, 11, 16, 18, 23, 35; Italian 2, 3; Japanese 2, 3, 4; Korean 2; Latin 2; Military Science 1, 2; Philosophy 10 or 10H, 12, 13, 14, 19, 33, 35; Portuguese 2; Russian 2, 3; Spanish 2, 3, 3N, 4, 8, 11, 12

**4. SOCIAL AND BEHAVIORAL SCIENCES (3 courses: 9 units)**

*Choose from at least two academic disciplines.*

Administration of Justice 1, 3; Anthropology 1 or 1H, 2, 3, 4, 5, 6, 7, 8, 21; Chemistry 17; Communication Studies 12, 13; Early Childhood Studies 20; Economics +4, 5, 7 or 7H, 8 or 8H, 9, 10; Economics/Political Science 6; Geography 2, 3, 4, 6; History 1, 2, 6 or 6H, 7 or 7H, 11, 12, 14, 15, 19, 25, 26, 28, 29, 31, 32, 34, 35; Journalism 7; Military Science 1, 2; Political Science 1 or 1H, 2 or 2H, 3, 4 or 4H, 5, 11, 13; Political Science/Economics 6; Psychology 1, 2, 8, 9, 33, 35, 50; Sociology 1 or 1H, 2, 3, 10, 12, 15, 20, 25, 50

**5. PHYSICAL AND BIOLOGICAL SCIENCES (At least 2 courses: 7-9 units)**

*Choose at least one Physical Science and one Biological Science course. One of the 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, 1/1L, 1H/1L, 5; Geology 1, 1/1L, 1B, 3; Oceanography 1, 1/1L; Physical Science +1, 5; Physics +2A, +2B, +4A, +4B, +4C, 4D, +10, +10/11
- b. Biological Science: Anatomy and Physiology 2A, 2B, 10; Anthropology \*1 or 1H; Biology 1 or 1H, 2A, 2B, 3, 5, +6, 7, +8, 9, +10, 11, 12, 14, 14/15, 17, 20, 30, 34, +36; Microbiology 1; Psychology \*2
- c. Laboratory: Complete one underlined course

**6. LANGUAGE OTHER THAN ENGLISH (one course - UC requirement only)**

- a. American Sign Language 1, 2, 3, 4; Arabic 1, 2, 3; Chinese 1, 2; French 1, 2, 3, 4; German 1, 2, 3; 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, 3, 3N, 4 OR
- b. Proficiency equivalent to two years of high school in the same language

\* 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.

+ Transfer credit is limited by either UC or CSU or both. Please consult with a counselor.

**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 may apply for degrees and certificates during the following application periods:

Summer – First day of summer term through July 15 to apply for summer 2017, fall 2017, winter 2018, spring 2018.

Fall – First day of fall term through October 15 to apply for fall 2017, winter 2018, spring 2018.

Winter – First day of winter term through February 1 to apply for winter 2018, spring 2018.

Spring – First day of spring term through April 1 to apply for spring 2018.

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 2017 through spring 2018. Students who enrolled prior to this current year and who have maintained continuous enrollment have the option of meeting the current requirements or those in effect at the time their continuous enrollment began. Continuous enrollment is defined as attendance of one term during each academic year.

**SCHOLASTIC HONORS AT COMMENCEMENT**

Honors at commencement will be awarded to students with a cumulative GPA of 3.30 or higher. Their names are listed in the commencement program as receiving the Associate Degree with Distinction (3.30 GPA) or with Great Distinction (3.70 GPA). A gold tassel will be worn by students graduating with honors. Coursework taken during the final spring semester will not be used to calculate honors at commencement. Grade point averages are not rounded up. If coursework taken at one or more accredited colleges is used to satisfy degree requirements, the overall cumulative grade point average will include the combination of all grades from all transcripts used.

## DEAN'S LIST

Each semester, those students who have demonstrated outstanding scholastic achievement by completing at least 12 units of credit-graded work in one semester or 12 units of credit-graded work earned in no more than one academic year (fall, winter and spring, with summer being excluded) with a grade point average of 3.0 or better (completed units will be considered only once for a particular Dean's List) will be recognized by a letter from the Dean of Instruction.

## 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; "MW" (military withdrawal).

"Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Military withdrawals are not counted in progress probation and dismissal calculations. "W"s incurred during the period between January 1, 1990 and the effective date of this paragraph, which meet the definition of military withdrawal herein, are not counted in progress probation and dismissal calculations and may be changed to "MW"s.

Students should refer to WebAdvisor for withdrawal deadlines.

An "I" is given only in cases where a student has been unable to complete academic work for unforeseeable, emergency and justifiable reasons. The condition for removal of the "I" shall be stated by the instructor in a written contract submitted online on WebAdvisor. A copy of this Incomplete Contract will be sent to the student's college email and is also available on WebAdvisor. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" symbol will be changed to the grade the instructor has predetermined, if the student does not meet the conditions of the agreement.

## Grade Points

On the basis of scholarship grades, grade points are awarded as follows: "A", 4 points per unit of credit; "B", 3 points per unit of credit; "C", 2 points per unit of credit; "D", 1 point per unit of credit; "F" or "FW", no points per unit of credit. On computing the grade point average, units attempted are not charged and grade points are not awarded for the following: "I", "W", "NP", "P", "IP", "RD", or "MW".

## Grade Changes

Students have one year following the term in which the grade was recorded to request a change of grade. After the one-year limit, the grade is no longer subject to change. Students must file an Extenuating Circumstances Petition (ECP) with the Admissions and Records office at one of the three colleges.

## Extenuating Circumstances Petition

This petition is for students who encounter situations involving extenuating circumstances, emergencies that may affect their education records and fall outside the realm of normal college policy and procedures. Failure to be aware of deadlines and expected failure in a course are not acceptable reasons for filing an Extenuating Circumstances Petition. The student bears the burden and is responsible for showing that grounds exist for the Extenuating Circumstances Petition (ECP). Students have one year following the term in which a grade was submitted to request a change of grade.

## Auditing Classes

RCCD offers students the option of auditing courses. Instructions for auditing are as follows:

1. Students may not audit a class unless he/she has exhausted all possibilities to repeat the class for credit.
2. Permission to audit a class is done at the discretion of the instructor and with instructor's signature.
3. When auditing, student shall not be permitted to change his/her enrollment in that course to receive credit.
4. With the instructor's signature and permission, a credit student may switch his/her enrollment to audit status 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 WebAdvisor immediately after they are submitted by the instructor.

#### **Advanced Placement**

Riverside Community College District recognizes the Advanced Placement Program of the College Entrance Examination Board. Students will be granted credit for Advanced Placement examinations with a score of three, four or five in specified subject areas. Advanced Placement credit is granted for the fulfillment of Riverside Community College District programs only. Other colleges or universities may have different policies concerning Advanced Placement. Therefore, the transfer institution will reevaluate the Advanced Placement scores based upon their own college policies. For further information, see a counselor for specific subject credit areas available.

Advanced Placement 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**

IB Higher Level exams 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 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 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.

*The IB chart below is an indication of how the IB Exams may be used to satisfy IGETC and CSU Area requirements. RCCD does not offer credit for equivalent coursework, at this time. An acceptable IB score for IGETC or CSU GE certification purposes equates to either 3 semester or 4 quarter units.*

<b>IB Exam</b>	<b>IGETC Area</b>	<b>CSU-GE Area</b>
IB Biology HL	5B	B2
IB Chemistry HL	5A	B1
IB Economics HL	4	D2
IB Geography HL	4	D5
IB History (any region) HL	3B or 4	C2 or D6
IB Language A Literature (any language except English)	3B and 6A	C2
IB Language A Language and Literature (any language)	3B and 6A	C2
IB Language A Literature (any language) HL	3B	C2
IB Language A Language and Literature (any language)	3B	C2
IB Language B (any language) HL	6A	n/a
IB Mathematics HL	2A	B4
IB Physics HL	5A	B1
IB Psychology HL	4I	D9
IB Theatre HL	3A	C1



### 2017-2018 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	<b>Art 1 and 2</b>	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	<b>Biology 1</b>	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	<b>Math 1A</b>	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	<b>Math 1A and 1B</b>	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	<b>Chemistry 1A and 1B</b>	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	<b>Chemistry 1A and 1B</b>	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	<b>Chinese 1 and 2</b>	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	<b>Political Science 2</b>	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	<b>CIS/CSC Elective</b>	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	<b>CIS/CSC Elective</b>	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	<b>English 1A</b>	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	<b>English 1A and 1B</b>	4+4	Language and Rationality	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	<b>Biology 36</b>	3	Natural Sciences	4 semester units toward Area B1 and B3 <u>or</u> 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	<b>Biology 36</b>	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	<b>Japanese 1 and 2</b>	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	<b>Latin 1 and 2</b>	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	<b>Latin 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	3	3 semester units toward Area 3B and 6A	2.7
Latin	3,4,5	<b>Latin 1 and 2</b>	5+5	Humanities	3 semester units toward Area C2	6	3 semester units toward Area 3B and 6A	5.3
Macroeconomics	3,4,5	<b>Economics 7</b>	3	Social Behavioral Sciences	3 semester units toward Area D2	3	3 semester units toward Area 4	2.7
Microeconomics	3,4,5	<b>Economics 8</b>	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	<b>Music Elective</b>  <b>Music 3</b>	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	<b>Music Elective</b>  <b>Music 3</b>	3 4	Humanities	N/A	6	N/A	5.3
Physics 1	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.)

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>

-2015 IGETC Standards Version 1.6

[http://icas-ca.org/Websites/icasca/images/IGETC\\_Standards\\_version\\_1.6\\_final.pdf](http://icas-ca.org/Websites/icasca/images/IGETC_Standards_version_1.6_final.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 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

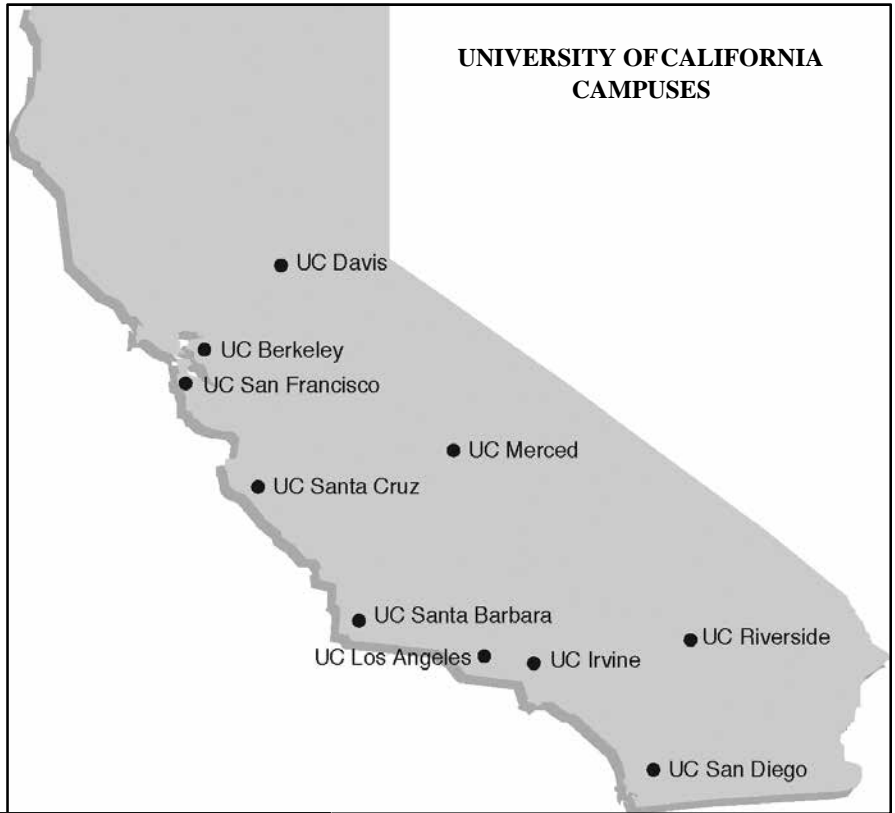
Two physical education units are awarded upon presentation of DD214, NOBE, or ID card for active military. Military tech schools are evaluated based on the recommendation of the ACE Guide. No credit is granted for MOS's, correspondence courses, internships or military specific courses. A maximum of 15 units may be awarded (two of which is the PE credit). CCAF, SMARTS, AARTS transcripts, DD214, and Certificates of Completion are used to evaluate military credit. No more than 30 units may be granted for CLEP, military training, AP, or credit by exam.



**Section IV**  
**REQUIREMENTS FOR**  
**COLLEGE TRANSFER**

# CALIFORNIA STATE UNIVERSITY AND UNIVERSITY OF CALIFORNIA LOCATIONS

- University of California (UC)**  
 UC Website: [www.ucop.edu/pathways](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 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 2017 must follow the 2017-2018 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 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 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 Degree  
for Transfer™

### **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://californiacommunitycolleges.cccco.edu/Students/AssociateDegreeforTransfer.aspx>.

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

### **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 .

<u>Required Courses (18 units)</u>		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

<u>Electives List A (6 units)</u>		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

<u>Electives List B (6 units)</u>		Units
PSY-1*/1H*	General Psychology/Honors	3
SOC-1*/1H*	Introduction to Sociology	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>		Units
ANT-1*/1H*	Physical Anthropology/Honors	3
ANT-2*/2H	Cultural Anthropology/ Honors	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>		Units
ANT-3*	Prehistoric Cultures	3
MAT-12*/12H*	Statistics/Honors Statistics	4

<u>Electives Group B (3 units)</u>		Units
GEG-1*/1H	Physical Geography/Honors	3
GEG-2*	Human Geography	3

<u>Electives Group C (3 units)</u>		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.

## 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.

Required Courses (18 units)		Units
ART-1*	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

List A: Choose 3 units from the following:

ART-5*	History of Non-Western Art	3
ART-9*	African Art History	3
ART-12*	Asian Art History	3

List B: Choose 3 units from the following:

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

List C: Choose 3 units from the following:

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	3
ECO-8*/8H*	Principles of Microeconomics/Honors	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)

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)

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/ Honors 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.



## 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)

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)

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)

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/ 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 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)

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) 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

### 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.

Required Courses (20-21 units)		Units
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

### LIST A Select one course from the following (3-4 units):

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

### LIST B Select one course from the following (3 units):

ECO-5*	Economics of the Environment	3
ECO/POL-6*	Introduction to Political Economy	3
ECO-9*	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

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

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

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

Any course from List A not already used		
ENG/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)

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

\*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.

<u>Required Courses (19 units)</u>		<u>Units</u>
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

#### LIST A Choose two courses from the following (6 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)

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

## 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.

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*/2H	History of World Civilizations II/Honors	3

### List A Take 3 units from the following:

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

### List B Take 3 units from the following:

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
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.

Required Courses (18-19 units)		Units
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

### List A: Choose 3 units:

JOU-2	Intermediate Reporting/ Newswriting	3
JOU/PHO-12	Photojournalism	3
JOU-20B	Newspaper: Intermediate	3

List B: Choose 6-7 units:

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	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
<b>Group A</b>		
MAT-2*	Differential Equations	4
MAT-3*	Linear Algebra	3
<b>Group B</b>		
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. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

**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
<b>Theory: (16 units)</b>		
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:</u>		4
MUS 87	Applied Music Training, 1 unit per semester	4
<u>Ensemble: 1 unit per semester:</u>		4
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	Summer Chamber Ensembles	1
MUS-86	Summer 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 4-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 4-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

### Required Courses (18 units)

	Units
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:	3
Contemporary Moral Issues	
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 have 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
PHI-19* Native American Thought	3

### List C Take 3 units from the following:

Any course from List A or B that has not been used or

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 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.

**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		
Selected one course from List A and one course from List B		6-7

List A

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

ANT-2*/2H	Cultural Anthropology	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
ANT-21*	Peoples of Sub-Saharan Africa	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*	History of World Civilizations II	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*	General Psychology	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

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
List A	Choose from the list below	3

### List A (3 units)

PSY-8*	Introduction to Social Psychology	3
PSY-33*	Theories of Personality	3
PSY-35*	Abnormal Psychology	3

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

### Associate in Arts for Transfer Degree

The Associate in Arts in Psychology for Transfer degree will be awarded upon completion of 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.

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

Electives Group A (6-7 units)		Units
MAT-12*/12H*	Statistics/Honors	4
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

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

Electives Group C (3 units)		Units
SOC-3*	Social Inequality	3
SOC-15	Women in American Society	3
ANT-2*/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. (Students completing this degree are not required to fulfill the RCCD graduation requirements found in section VII. Additional degree requirements: Health Education and Self Development.)

**SPANISH**

**(CSUGE) 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*	Spanish 2/Honors Spanish 2	5
SPA-3* or 3N*	Spanish 3 or Spanish 3N	5
SPA-4*	Spanish 4	5
List A	Select from the list below	3

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

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

**Associate in Arts for Transfer Degree**

The Associate in Arts in Spanish for Transfer degree will be awarded upon completion of coursework totaling 60 California State University (CSU) transferable units including 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	Introduction to Cultural Anthropology	CSU Area D
ANT-5	Cultures of Ancient Mexico	CSU Area D
ANT-8	Introduction to Language and Culture	CSU Area D
ART-8	Mexican Art History	CSU Area C1
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-25	History of Mexico	CSU Area D
HIS-31	Introduction to Chicano Studies	CSU Area C2 or D
SOC-1	Introduction to Sociology	CSU Area D
SOC-10	Introduction to Race & Ethnicity	CSU Area D

**STUDIOARTS**

**(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 .

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
List A	Choose from the list below	3
List B	Choose from the list below	9

List A: Choose 3 units from the following:

ART-1*	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:

Curricular Area

Drawing	ART-40A	Figure Drawing-Introduction	3
	ART-18	Intermediate Drawing	3
Painting	ART-26	Beginning Painting	3
Printmaking	ART-30A	Printmaking-Introduction	3
Ceramics	ART-15	Beginning Ceramics	3
Sculpture	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.

## THEATREARTS

**(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.

### Required Courses (18 units)

Required Courses (18 units)		Units
THE-3*	Introduction to the Theatre	3
THE-32	Theatre Games and Exercises	3
THE-5	Theatre Practicum	3
or		
THE-6	Advanced Theatre Practicum	3
Electives	Select from the list below	9

### Select 9 units from the following:

THE-9*	Dramatic Literature-Script Analysis	3
THE-25	Makeup for the Stage	3
THE-33	Creating a Role	3
THE-41	Elementary Stagecraft	3
THE-44	Theatrical Set Design	3
THE-46	Theatrical Costume Design	3
THE-48	Theatrical Lighting Design	3

\*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.

**RIVERSIDE CITY COLLEGE**  
**California State University General Education Requirements**  
**2017-2018**

*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 (min. 9 units)**

\*\*\*\****Must be completed prior to transfer!*** Select one course from each area. *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 (min. 10 units)**

\*\*\*\****Must be completed prior to transfer!*** Select one course from areas 1, 2 and 4. At least one of the science courses must have a lab – see underlined courses.

**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:** Anatomy and Physiology 2A,2B,10; Anthropology 1 or 1H,1L; Biology 1/1H,2A,2B,3,5,6,7,8,9,10,11,12,14,14/15,17,20,34,36; Microbiology 1; 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 (min. 9 units)**

*Select three courses, at least one course from each area:*

**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 or 19H,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 5,6,7,8; 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,12,13,14,19,22,33,35; Portuguese 1,2; Russian 1,2,3,11; Spanish 1 or 1H,1A,1B,2 or 2H,3,3N,4,8,11,12

**D. Social Sciences (min. 9 units)**

*Select at least one course from two different areas:*

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,9,10; 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, 5,6,7ABCD,8,10ABCD,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 (min. 3 units)**

Biology 30; Early Childhood Studies 20,42; Guidance 47,48; Health Science 1; Kinesiology 4,10,12,35,36; 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,A9A11, A12, A13,A20,A21,A28,A29,A30,A31A,A31B,A31C,V33,V34,A40.A41,A43,A44,A46,A47,V50,V51,V52,V53,A54,A55, A57, V60,V61,A62,A64,A67,A68,A69,V70,A71,A74,A75A,A75B,A77A,A77B,A77C,V78,A80,A81A,A81B,A82,A83,A86,A87,A88, A89A,A89B,A89C,A90,A92,V92,V94,V95

*Military veterans who submit DD214 will be awarded 3 units towards Area E certification.*

### ***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.

### **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).**

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.



**RIVERSIDE CITY COLLEGE**  
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**  
**FOR TRANSFER TO CSU AND UC**  
**2017-2018**

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 (min. 6-9 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 (one course, min. 3 units)**

Math 1A\*\*, 1B, 1C, 2, 3, 4, 5\*\*, 6, 10\*\*, 11\*\*, 12 or 12H, 25; Psychology/Sociology 48

**Area 3. ARTS AND HUMANITIES (min. 9 semester 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; Korean 11; Music 3, 4, 5, 6, 19 or 19H, 20, 21, 22, 23, 25, 26, 89 or 89H; Russian 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 6, 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, 11; 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 or 2H, 3, 3N, 4, 8, 11, 12

**Area 4. SOCIAL AND BEHAVIORAL SCIENCES (min. 9 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, 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 (min. 7 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:** Anatomy and Physiology 2A, 2B, 10; Anthropology 1\* or 1H\*, 1L; Biology 1 or 1H, 2A, 2B, 3, 5, 6\*\*, 7, 8\*\*, 9, 10\*\*, 11, 12, 14, 14/15; 17, 20, 30, 34, 36\*\*; Microbiology 1; 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 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

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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.

### 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

## HIGHSCHOOL 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 <http://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 (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 (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)  
 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 (AMY-10)  
 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 (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  
 (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)

**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)

**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)  
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)

**Riverside Unified School District**

Web Design 2 (ADM-74)  
CISCO – IT Essentials (CIS-25)  
CISCO Networking 1 (CIS-26A)  
CISCO Networking 2 (CIS-26B)  
Introduction to Engineering Design (ENE-4)  
Advanced Digital Video Production (FTV-67)  
Media/Arts Acad 3 (FTV-67)  
Music Technology/Comp 1 (FTV-73)

**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)

## **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.

## **ASSOCIATE OF SCIENCE DEGREE**

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

## **STATE-APPROVED CERTIFICATE**

### **(Certificate of Achievement)**

The state-approved certificate consists of coursework totaling 18 units or more completed in a specific occupational college certificate pattern. State-approved certificates may lead to employment competency and may lead to an associate degree.

## **LOCALLY-APPROVED CERTIFICATE**


### **(Certificate of Career Preparation)**

The locally-approved certificate consists of coursework totaling between 4 to 17 units completed in a specific occupational certificate pattern. Locally-approved certificates may lead to employment competency, but do not necessarily lead to an associate degree.



Location	Program & Program Code	Locally Approved Certificate	State Approved Certificate	Associate Degree
<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 Certificate	State Approved Certificate	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 Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Administration of Justice						
With CSUGE pattern			•			AS642*
With IGETC pattern			•			AS643*
Anthropology						
With CSUGE pattern			•	MAA616*	NAA616*	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*

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



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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	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>BANK OPERATIONS</b>	•					CE625*
<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*
Business Information Worker		•				CE522/NCE522
General Business Concentration		•	•	MAS524*/MAS524B*/ MAS524C*/MCE524*	NAS524*/NAS524B*/ NAS524C*/NCE524*	AS524*/AS524B*/ AS524C*/CE524*
Human Resources Concentration		•	•			AS623*/AS623B*/ AS623C*/CE623*

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
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: Getting Started	•				NCE861	
Entrepreneurship: Legal and Finance	•				NCE864*	
Insurance		•	•			AS629*/AS629B*/ AS629C*/CE629*
International Business	•					CE627*
Operations and Production Mgmt	•					CE833*
Real Estate Salesperson and Transaction	•				NCE854*	
Registered and Small Business Income Tax Preparer	•				NCE858	
Small Business Accounting	•			MCE859*	NCE859*	CE859*
Small Business Payroll Accounting	•			MCE860*	NCE860*	CE860*
<b>COMMUNITY INTERPRETATION</b>		•	•	MAS557*/MAS557B/ MAS557C*/MCE557		
<b>COMPUTER APPLICATIONS &amp; OFFICE TECHNOLOGY</b>						
Administrative Office Professional	•					CE637*
Executive Office Management		•	•			AS639*/AS639B*/ AS639C*/CE639*
Executive Office Professional	•					CE635*
Legal Administrative Professional	•					CE611*
Office Assistant	•					CE633*
Office Fast-Track	•					CE812*
Virtual Assistant	•					CE677*
<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*
E-Commerce	•					CE807*
Graphic Design		•	•		NAS647*/NAS647B*/ NAS647C*/NCE647*	
Information Security and Cyber Defense		•				CE740
Java Programming	•				NCE809*	CE809*
Mobile Application Development		•	•		NAS725*/NAS725B*/ NAS725C*/NCE725	

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
Relational Database Management Technician	•					CE816*
Simulation and Gaming		•	•	MAS739*/MAS739B*/ MAS739C*/MCE739		
Systems Development	•					CE806*
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
<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*	NCE681*	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		

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

Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<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
<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		AS663/AS663B/ AS663C/CE663
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	
Quality Assurance						

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Certificates and Degrees	Locally Approved Certificate	State Approved Certificate	Associate Degree	Moreno Valley	Norco	Riverside
<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>PHYSICIAN ASSISTANT</b>		•	•	MAS501/MAS501B/ MAS501C/MCE501		
<b>RETAIL MANAGEMENT/WAFC</b>		•	•		NAS536*/NAS536B*/ NAS536C*/NCE536*	AS536*/AS536B*/ AS536C*/CE536*
<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
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)**

**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 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 (26-27 units)		Units
AIR-50A	Air Conditioning and Refrigeration	5
AIR-50B	Advanced Refrigeration	5
AIR-51A	Environmental Control	5
AIR-51B	Industrial Commercial Refrigeration	5
AIR-53	Basic Electricity for Air Conditioning and Refrigeration	4
Electives (Choose from list below)		2-3

#### **Electives (2-3 units)**

CON-62	Blueprint Reading	3
WEL-34	Metals Joining Processes	2

#### **Associate 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.

<u>Required Courses (36units)</u>		<u>Units</u>
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	Adobe InDesign	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 (Choose from list below) 9

Electives (9 units)

ADM-63B	Advanced Adobe InDesign	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-74	Dreamweaver for Graphic Designers	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

**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	Adobe InDesign	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-85A	Commercial Printing	3
ADM-85B	Commercial Printing, Advanced	3

**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	Adobe InDesign	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-77A	Adobe Illustrator for Graphic Art	3

**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	Adobe InDesign	3
ADM-63B	Advanced Adobe InDesign	3
ADM-71A	Adobe Photoshop for Image Manipulation	3
ADM-74	Dreamweaver for Graphic Designers	3
ADM-77A	Adobe Illustrator for Graphic Art	3

**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

**ART**

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

Digital Media Electives (3 units)

ART-22	Basic Design	3
ART-24	Three Dimensional Design	3
ART-36A	Computer Art-Introduction	3
ADM-67	Web Animation with Flash	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-35	Illustration	3
ADM-2A	Color Systems and File Management	1
ADM-64	Ethics and Legalities of Digital Manipulation	1
Digital Media Electives (Choose from list below)		3

Digital Media Electives (3 units)

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 - AUTOMOTIVE COLLISION REPAIR-REFINISHING AND PAINT (R) AS511/AS511B/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).

Required Courses (20 units)	Units
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**

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

**Electives (4 units)**

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**

**Required Courses**

AUB-52 Automotive Refinishing and Paint	4
AUB-60 Automotive trim and Upholstery I	4
Electives Choose from the list below	4

**Electives (4 units)**

AUB-53 Automotive Collision Special Projects	4
AUB-59B Automotive Refinishing Service and Repair	2
AUB-61 Automotive Trim and Upholstery II	4

**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, stripping, 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)**

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

**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

**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 program is a joint effort of Riverside Community College, Ford Motor Company, and area Ford, Lincoln-Mercury and Mazda dealers. Students will participate in 9 to 12 weeks of classroom instruction, alternated with an additional 9 weeks of full-time paid work experience at a sponsoring Ford, Lincoln-Mercury or Mazda dealership. The system allows students to become familiar with the dealership environment, while applying and reinforcing the on-campus learning.

**Associate Degree Program**

**Program Learning Outcomes**

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

- Acquire the skills and knowledge to work safely in the lab/shop environment.
- Develop entry level skills and knowledge for employment in the automotive industry.
- Utilize common shop equipment to diagnose and repair automobiles.
- Demonstrate the ability to diagnose and repair automotive electrical systems using industry approved diagnostic equipment.
- Write repair estimates using Consumer Protection guide lines

as prescribed by the BAR.

- Access service information, printed or electronic, and comprehend the diagnostic and repair procedures.
- Prepare student to pass the Bureau of Automotive Repair (BAR) smog licensing certification exam.
- Demonstrate the ability to pass the Automotive Service Excellence (ASE) national certification exams.
- Practically apply knowledge acquired in class to diagnose and repair automobiles.
- Prepare students to pass the Mobile Air Conditioning Society (MACS) certification exam.

Required Courses (44 units)		Units
AUT-71	Ford Electrical and Electronics Systems	4
AUT-72	Ford Applied Electronics	4
AUT-73	Ford Engine Performance	8
AUT-74	Ford Brakes, Steering and Suspension Systems	4
AUT-75	Ford Engine Repair	4
AUT-76	Ford Advanced Chassis Systems	4
AUT-78	Ford Manual Transmissions and Drive-Train Systems	4
AUT-79	Ford Automatic Transmissions and Transaxles	4
AUT-200	Automotive Technology Work Experience (must be taken fourtimes)	2-2-2-2

**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.

**AUTOMOTIVE TECHNOLOGY - GENERAL MOTORS SPECIALTY (R)**

**AS583/AS583B/AS583C**

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 - MECHANICAL (R)**

**AS515/AS515B/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

**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.

**BANKING AND FINANCE**

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

**BANK OPERATIONS (R)**

**CE625**

This program prepares individuals to perform a wide variety of customer services in banks, insurance agencies, savings and loan companies, and related enterprises. This includes instruction in communications and public relation skills, business equipment operation, and technical skills applicable to the methods and operations of specific financial services.

**Certificate Program**

**Program Learning Outcomes**

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

- Describe and analyze the roles of financial institutions in our economy and the services they provide.
- Compose business letters and memorandums common to the banking industry.
- Explain banking regulations and describe their impact on the banking industry.
- Research and analyze consumer decision parameters.

Required Courses (13 units)		Units
BAN-51	Principles of Banking	3
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-31	Business Communications	3
MKT-41	Techniques of Selling	3

**BUSINESS ADMINISTRATION**

**Certificate Program**

**Program Learning Outcomes**

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

- Use technology to analyze business decisions and to enhance business communications.
- Apply basic business and accounting calculations and analyses.
- Have an understanding of legal practices relating to business.
- Apply sound management practices.

Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
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.

**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)**

**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 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

**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
<hr/>	
BAN-51 Principles of Banking	3
BAN-52 Consumer Lending	3
and	
Select another 6 units from the following:	6
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ACC-1B Principles of Accounting II	3
BUS-18B Business Law II	3
ECO-4 Introduction to Economics	3
MAG-44 Principles of Management	3
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3
MKT-41 Techniques of Selling	3
RLE-83 Real Estate Finance	3

**GENERAL BUSINESS CONCENTRATION (MNR)**

**AS524/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
Select another 12 units from the following:	12
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ACC-1B Principles of Accounting II	3
or	
ACC-38 Managerial Accounting	3
BUS-18B Business Law II	3
BUS-40 International Business-Principles	3

BUS/MAG-47 Applied Business and Management Ethics	3
BUS-80 Principles of Logistics	3
BUS-200 Business Administration Work Experience 1-2-3-4	
MAG-51 Elements of Supervision	3
MAG-53 Human Relations	3
MKT-20 Principles of Marketing	3

**HUMAN RESOURCES CONCENTRATION (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
Required for this concentration	3
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MAG-56 Human Resources Management	3
and	
Select another 9 units from the following:	9
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MAG-51 Elements of Supervision	3
MAG-52 Employee Training and Development	3
MAG-54 Employee Labor Relations	3
MAG/BUS-70 Introduction to Organizational Behavior	3

**MANAGEMENT CONCENTRATION (MNR)**

**AS521/AS521B/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
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MAG-44 Principles of Management	3
and	
Select another 9 units from the following:	9
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MAG-46 Contemporary Quality Systems Management	3
MAG/BUS-47 Applied Business and Management Ethics	3
MAG-53 Human Relations	3
MAG-56 Human Resources Management	3
MAG-60 Introduction to Hospitality Management	3
MAG-200 Management Work Experience	1-2-3-4
BUS-48 International Management	3

**MARKETING CONCENTRATION (MR)**

**AS525/AS525B/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.

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

**REAL ESTATE CONCENTRATION (MNR)**

**AS527/AS527B/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
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RLE-80 Real Estate Principles	3
RLE-81 Real Estate Practices	3
RLE-82 Legal Aspects of Real Estate	3
RLE-83 Real Estate Finance	3
RLE-84 Real Estate Appraisal	3
RLE-85 Real Estate Economics	3
RLE-86 Escrow Procedures I	3
RLE-200 Real Estate Work Experience	1-2-3-4

**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	Introduction to Business	3
BUS-30	Entrepreneurship and Small Business Management	3
MKT-20	Principles of Marketing	3
Electives	One course from each cluster is required	12
<b>Cluster 1</b>		
ACC/CAT-55	Applied Accounting/Bookkeeping	3
ACC-62	Payroll Accounting	3
ACC-65	Computerized Accounting	3
BUS-20	Business Mathematics	3
<b>Cluster 2</b>		
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
<b>Cluster 3</b>		
BUS-51	Principles of Electronic-Commerce	3
MKT-40	Advertising	3
MKT-41	Techniques of Selling	3
MKT-42	Retail Management	3

**Associate of Science Degree**

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

**THE FOLLOWING PROGRAM IS IN THE PROCESS OF BEING DISCONTINUED. THE COURSES INDICATED WITH AN \* ARE NO LONGER BEING OFFERED.**

**INSURANCE (R) AS629/CE629**

This program prepares individuals to manage risk in both personal and organizational settings to provide insurance and risk-aversion services to businesses, individuals, and other organizations. This includes instruction in casualty insurance and general liability, property insurance, employee benefits, social and health insurance, loss adjustment, underwriting, risk theory, and pension planning.

**Certificate Program**

**Program Learning Outcomes**

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

- Analyze the needs of clients and match those needs to specific insurance products.
- Evaluate the insurance needs of a client and propose appropriate insurance products to fit those needs.
- Apply ethical principles when matching product features to client needs.
- Effectively select needs assessment instruments and appropriately advise clients on adequate coverage.

Required Courses (30 units)		Units
ACC-1A	Principles of Accounting, I	3
BUS-10	Introduction to Business	3
BUS-18B	Business Law, II	3
BUS-22	Management Communications	3
BUS-61*	Introduction to Insurance	1
BUS-62*	Personal Insurance Principles	3
BUS-63*	Principles of Property and Liability Insurance	3
BUS-64*	Commercial Insurance Principles	3
BUS-65*	Insurance Codes and Ethics	1
BUS-66*	Insurance Internship	1
CAT/CIS-98A	Introduction to Excel	1.5
CAT/CIS-98B	Advanced Excel	1.5
CIS-1A	Introduction to Computer Information Systems	3
or		
BUS/CAT/CIS-3	Computer Applications for Business	3

**Associate of Science Degree**

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

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

**INTERNATIONAL BUSINESS (R) CE627**

This program prepares individuals to manage international business and/or business operations. This includes instruction in the principles and processes of international business policies, business environments, foreign currency issues, foreign operations and management, foreign direct investment as well as other modes of entry, and applications for doing business in specific countries and markets.

**Certificate Program**

**Program Learning Outcomes**

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

- Explain the key elements of international business.
- Analyze the essential factors that determine the success of each element of international business.
- Explain the inter-relationship of each elements of international business that are required for a successful international business operation.
- Develop the framework of an international business plan, incorporating understanding of general business concepts, international marketing mix, international cultures, international economics, and international politics.

Required Courses (15 units)		Units
BUS-10	Introduction to Business	3
BUS-40	International Business-Principles	3
BUS-43	International Business-Marketing	3
Electives (Choose from list below)		6
<b>Electives</b>		
BUS-46	International Business-Intro to Import/ Exporting	3
BUS-48	International Management	3
BUS-90	International Logistics	3
CHI-11	Chinese Culture and Civilization	3
COM-12	Intercultural Communication	3
ECO/POL-6	Introduction to Political Economy	3
ECO-7/7H	Principles of Macroeconomics	3
FRE-11	French Culture and Civilization	3
GER-11	German Culture and Civilization	3
ITA-11	Italian Culture and Civilization	3
JPN-11	Japanese Culture and Civilization	3
KOR-11	Korean Culture and Civilization	3
RUS-11	Russian Culture and Civilization	3
SPA-11	Spanish Culture and Civilization	3
SPA-12	Latin American Culture and Civilization	3

**OPERATIONS AND PRODUCTION MANAGEMENT (R) CE833**

This program prepares individuals to manage and direct the physical and/or technical functions of a firm or organization, particularly those relating to development, productions, and manufacturing. This includes instruction in principles of general management, manufacturing and production systems, plant management, equipment maintenance management, production control, industrial labor regulations and skilled trades supervision, strategic manufacturing policy, systems analysis, productivity analysis and cost control, and materials planning.

**Certificate Program**

**Program Learning Outcomes**

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

- Analyze organizational effectiveness and establish productivity ratios.
- Evaluate a business environment and select an appropriate business improvement intervention to increase business effectiveness.
- Apply appropriate diagnostic tools to determine current business effectiveness and establish a plan for improvement.
- Analyze current business processes and develop a statistically valid graphical representation of performance and be able to predict future performance.
- Effectively select process improvement tools to analyze current business practices, determine problem areas and establish a plan to improve business performance.

Required Courses (15 units)		Units
MAG-70	Introduction to Organization Development	3
BUS/MAG-71	Introduction to Productivity Management	3
BUS/MAG-72	Introduction to Quantitative Methods for Business	3
Electives (Choose from list below)		6
<b>Electives (6 units)</b>		
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



**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

**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

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**COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY**

This program prepares individuals to support business operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. This includes instruction in using basic business software and hardware; business computer networking; principles of desktop publishing; preparing mass mailings; compiling and editing spread sheets; list maintenance; preparing tables and graphs; receipt control; and preparing business performance reports.

**EXECUTIVE OFFICE MANAGEMENT (R)**

**AS639/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

### 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

#### EXECUTIVE OFFICE PROFESSIONAL (R) CE635

This certificate provides students with knowledge and skills to perform advanced administrative clerical duties related to assisting executives including coordinating and managing personnel and operations in business offices, as well as budget preparation, scheduling, and report preparation.

#### Certificate Program

##### Program Learning Outcomes

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

- Prepare memorandums outlining and explaining administrative procedures and policies to supervisory workers.
- Coordinate and direct budget preparation to aid executives.
- Schedule appointments, plan meetings and conferences.
- Create, file, retrieve, and maintain office/corporation documents, records, and reports.

- Demonstrate an understanding of the planning, organizing, and leading controlling functions of management and apply these concepts and their underlying approaches and principles in the analysis of case studies.

Required Courses (13.5 units)		Units
CAT/ACC-55	Applied Accounting/Bookkeeping	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
CAT/CIS-90	Microsoft Outlook	3
CAT/CIS-98B	Advanced Excel	1.5
MAG-44	Principles of Management	3

#### LEGAL ADMINISTRATIVE PROFESSIONAL (R) CE611

Completion of this certificate provides students with the ability to prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. Students should be able to apply legal terminology and procedure to documents and legal research.

#### Certificate Program

##### Program Learning Outcomes

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

- Compose, key, and properly format various types of business and legal correspondence and reports using computer software.
- Prepares and processes legal documents and papers, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Mails, faxes, or arranges for delivery of legal correspondence to clients, witnesses, and court officials.
- Reviews legal publications and performs database searches to identify laws and court decisions relevant to pending cases.
- Submits articles and information from searches to attorneys for review and approval for use.
- Completes various forms, such as accident reports, trial and courtroom requests, and applications for clients.

Required Courses (12 units)		Units
CAT-36A	Legal Office Procedures I	3
CAT-36B	Legal Office Procedures II	3
CAT-37	Legal Terminology	3
CAT-38	Legal Word Processing and Forms	3

**OFFICE ASSISTANT (R) CE633**

This certificate provides students with the skills to perform routine clerical duties requiring limited knowledge of office systems or procedures.

**Certificate Program**

**Program Learning Outcomes**

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

- Compose, key, and enter data into computer using keyboard.
- Prepare correspondence (including labels and envelopes), bills, statements, receipts, and copy information from one record to another.
- Proofread records or forms.
- Create properly formatted and grammatically correct business documents.
- Answer telephones, and convey messages.
- Demonstrate familiarity with fundamental aspects of computer technology.

Required Courses (10 units)		Units
CAT-1A	Business Etiquette	1
CAT-30	Business English	3
CAT-51	Intermediate Typewriting/Document Formatting	3
CAT/CIS-93	Computers for Beginners	3

**OFFICE FAST-TRACK (R) CE812**

This certificate prepares individuals to provide professional, entry-level skills, using basic business software, vocabulary and grammar fundamentals, and standards of behavior and etiquette in the workplace.

**Certificate Program**

**Program Learning Outcomes**

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

- Apply business standards of acceptable behavior, communication, and etiquette to project a professional image.
- Apply grammar fundamentals, including proper sentence structure, punctuation, vocabulary, and spelling to all written documents.
- Apply introductory character, paragraph, and document formatting techniques to business documents using word processing software.
- Develop basic alpha/numeric keyboarding/touch typewriting skills at a minimum rate of 20 gross words a minute.
- Develop, create, and edit electronic presentations using industry-standard software.
- Apply the fundamental organizational concepts of digital filing to manage programs and files.
- Apply fundamental concepts of Internet browser software to navigate, search, retrieve, and send/receive information.
- Design and format, modify, query, and manipulate spreadsheets, charts and graphics, and lists (databases) using spreadsheet software.

Required Courses (12 units)		Units
CAT-1A	Business Etiquette	1
CAT-30A	Business English 30A	1
CAT/CIS-34A	Introduction to Microsoft Word for Windows	1.5
CAT-53	Keyboarding/Typing Fundamentals	1
CAT/CIS-65	Introduction to Microsoft PowerPoint	1.5
CAT/CIS-93	Computers for Beginners	3
CAT/CIS-95A	Introduction to the Internet	1.5
CAT/CIS-98A	Introduction to Excel	1.5

**VIRTUAL ASSISTANT (R) CE677**

This program prepares individuals to support business operations through on-line processes such as developing a business plan for an on-line web presence, creating a virtual office space on-line and marketing this office space.

**Certificate Program**

**Program Learning Outcomes**

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

- Develop and implement a sole-proprietorship virtual office.
- Develop and use a business plan for a virtual office.
- Create and use a marketing plan for a virtual office.

Required Courses (16.5 units)		Units
ACC/CAT-55	Applied Accounting/Bookkeeping	3
BUS-30	Entrepreneurship and Small Business Management	3
CAT-30	Business English	3
CAT-57	Creating and Managing the Virtual Office	3
BUS-58	Marketing the Virtual Office	3
CAT/CIS-98A	Introduction to Excel	1.5

It is recommended that individuals interested in this field acquire office experience before deciding to work on their own as a virtual assistant.

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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 APPLICATIONS (MR)****AS726/AS726B/AS726C/CE726**

This program prepares individuals to perform basic data and text entry using standard and customized software products. This includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.

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

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

- Describe and use operating system software.
- Describe and use Word processing software.
- Write structured programs using C++, or Java.
- Describe and use graphics software to manipulate digital images.
- Describe and use database software to construct 3NF databases.
- Construct a visually appealing web site including database structures within the design.
- Design and use spreadsheets that have embedded equations/formulas utilizing different data types.

Required Courses (31.5-32.5 units)		Units
CIS-1A	Introduction to Computer Information Systems	3
CIS-1B	Advanced Concepts in Computer Information Systems	3
CIS/CSC-5	Programming Concepts and Methodology I: C++	4
or		
CIS/CSC-28A	MS Access Programming	3
CIS/CSC-21	Introduction to Operating Systems	3
CIS-95A	Introduction to the Internet	1.5
CAT-31	Business Communications	3
or		
BUS-22	Management Communications	3
or		
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: JavaScript	3
CIS-14B	Web Programming: Active Server Pages	3
CIS/CAT-54A	Introduction to Flash	3
CIS-56A	Designing Web Graphics	3
CIS-72A	Introduction to Web Page Creation	1.5
CIS-72B	Intermediate Web Page Creation using Cascading Style Sheets (CSS)	1.5
CIS-76A	Introduction to Microsoft Expression Web	3
CIS-76B	Introduction to DreamWeaver	3
CIS/CAT-78A	Introduction to Adobe PhotoShop	3
CIS/CAT-79	Introduction to Adobe Illustrator	3
CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3

**Associate of Science Degree**

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

**COMPUTER PROGRAMMING (MNR)****AS728/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)**

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

**Electives - Group 2 (6 units)**

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

**Associate of Science Degree**

The Associate of Science Degree in Computer 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****CE803**

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:
  - Multiprocessors
  - Multimedia
  - ODBC
  - SQL
  - 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

**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

**E-COMMERCE (R) CE807**

The e-commerce certificate pattern readies the completer with the skills to design, market and implement an on-line business.

**Certificate Program**

**Program Learning Outcomes**

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

- Design, develop and implement a sound business plan that readily translates into an on-line business.
- Devise the web-presence to enhance the business as a well laid out web site using eye catching graphics including animation as necessary.
- Develop and implement sound business practices for the web-site addressing the technological, social, and ethical issues of an on-line business.

Required Courses (16.5 units)		Units
BUS-10	Introduction to Business	3
BUS-30	Entrepreneurship and Small Business Management	3
BUS-51	Principles of Electronic-Commerce	3
CIS-95A	Introduction to the Internet	1.5
Electives	From Group 1	3
Electives	From Group 2	3

Electives - Group 1 (3 units)		Units
ADM-71A	Adobe Photoshop for Image Manipulation	3
CIS-56A	Designing Web Graphics	3
CAT/CIS-78A	Introduction to Adobe Photoshop	3

Electives - Group 2 (3 units)		Units
ADM-74	Dreamweaver for Graphic Designers	3
CIS-76A	Introduction to Microsoft Expression Web	3
CIS-76B	Introduction to Dreamweaver	3

**JAVA PROGRAMMING (NR)**

**CE809**

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:
  - Multiprocessors
  - Multimedia
  - JDBC
  - SQL
  - Establish client/server relationship.
- Use Java libraries to create projects that incorporate Collections, GUI, and user defined data structures.

Required Courses (13 units)		Units
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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

**RELATIONAL DATABASE MANAGEMENT TECHNOLOGY (R) CE816**

Provides the skills necessary to present a view of data as a collection of rows and columns and manage these relational databases based on a variety of data models.

**Certificate Program**

**Program Learning Outcomes**

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

- Present the data to the user as a set of relations.
- Provide relational operators to manipulate the data in tabular form.
- Use a modeling language to define the schema of each database hosted in the DBMS, according to the DBMS data model.
- Optimize data structures (fields, records, files and objects) to deal with very large amounts of data stored on a permanent data storage device.
- Create a database query language and report writer to allow users to interactively interrogate the database, analyze its data and update it according to the users privileges on data.
- Develop a transaction mechanism, that would guarantee the ACID properties, in order to ensure data integrity, despite concurrent user accesses and faults.

Required Courses (12 units)	Units
CIS/CSC-28A MS Access Programming	3
CIS/CSC-61 Introduction to Database Theory	3
CIS/CSC-62 Microsoft Access DBMS: Comprehensive	3
CIS/CSC-63 Introduction to Structured Query Language (SQL)	3

**SYSTEMS DEVELOPMENT (R) CE806**

The Systems Development mini certificate gives students the skills necessary to analyze, design, and develop an information system in any business environment that is involved in keeping data about various entities up-to-date and/or processing daily transactions.

**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate an understanding of systems analysis as applied to the effective use of computers in business operations.
- Analyze user requirements in business operations applying structured analysis tools like Data Flow Diagrams, Data Dictionary and Process Description.
- Design various system components like output, input and user interface screens, reports, and normalized files.
- Demonstrate an understanding of various developmental methodologies including the use of CASE tools.
- Design relational database tables, queries, forms, reports, macros, validation rules in MS Access.
- Demonstrate how to document a database and how MS Access can interface with the Web, demonstrate error trapping, database security, and automating ActiveX Controls with VBA.
- Demonstrate an understanding of System Architecture, Implementation, Operations, Support and Security plus various tools for cost benefit analysis and project management.

Required Courses (12 units)	Units
CIS/CSC-2 Fundamentals of System Analysis	3
CIS/CSC-20 Systems Analysis and Design	3
CIS/CAT-91 MicroSoft Project and	3
CIS/CSC-28A MS Access Programming or	3
CIS/CSC-62 MicroSoft Access DBMS: Comprehensive	3

**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-74 Dreamweaver for Graphic Designers	3
In addition, choose one of the concentrations below	11

**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 website, 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)

CIS/CAT-81	Introduction to Desktop Publishing using Adobe InDesign	3
or		
ADM-63A	Adobe InDesign	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-64	Ethics and Legalities of Digital Manipulation	1

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

#### Concentration Electives (5 units)

CIS-56A	Designing Web Graphics	3
or		
CIS/CAT-78A	Introduction to Adobe Photoshop	3
or		
ADM-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-64	Ethics and Legalities of Digital Manipulation	1

#### COSMETOLOGY

This program prepares individuals to provide professional cosmetic services in salons, resorts, casinos, dermatologist's offices and other related industry establishments. This includes courses in hair design, hair sculpting, chemical, esthetic and other cosmetic services, safety and sanitation, management, customer service, and preparation for practicing as licensed cosmetologist in the state of California. Courses in applicable professional labor laws and regulations in the cosmetology industry, physiology, anatomy, electricity and ergonomics are also covered in depth. Emphasis is placed on passing state licensing exam and industry entry skills.

#### COSMETOLOGY (R) AS534/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.



**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**

<u>Required Courses (21 units)</u>		<u>Units</u>
BUS-10	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

**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:

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

**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:

<u>Select another 12 units from the following:</u>		<u>Units</u>
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	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.

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 CERTIFICATE HAS BEEN TEMPORARILY SUSPENDED UNTIL APPROVED BY THE STATE CHANCELLOR'S OFFICE**

### **ESTHETICIAN (R) CE673**

#### **Certificate Program**

#### **Program Learning Outcomes**

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

- Deduce valid conclusions, compare and contrast viable techniques and apply principles in preparation of the California State Board of Barbering and Cosmetology practical and written exam.
- Identify and analyze concepts leading to synthesis of theory for the state board written exam.
- Produce a business plan and portfolio.
- Demonstrate entry-level industry skills in a clinic laboratory setting.
- Demonstrate workplace behaviors ("soft skills") necessary for success in the cosmetology industry.

Required Courses (17 units)		Units
COS-62A	Level I Esthetician Concepts	8.5
COS-62B	Level II Esthetician Concepts	8.5

Completion of esthetician courses (each with a grade of "C" or better) entitles the student to the Esthetician certificate and eligibility for the State Board of Barbering and Cosmetology licensing exam. Transfer students possessing eligible esthetician hours of applied effort will be placed in the appropriate section with the approval of the department chair.

### **CULINARY ARTS**

This program prepares individuals to provide professional chef and related hospitality services in restaurants and other commercial food establishments. This includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, including cost and inventory controls, aesthetics of food preparation and presentation, as well as training in a wide variety of cuisines and culinary techniques.

### **CULINARY ARTS (R) AS561/AS561B/AS561C/CE561**

#### **Certificate Program**

#### **Program Learning Outcomes**

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

- Demonstrate learned customer service, wait staffing and point-of-sale system knowledge in a working dining room setting.
- Employ proper safety and sanitation principles to the receiving, storage, preparation, and service of food.
- Formulate menus utilizing menu design techniques, conversions of written recipes, and calculations of food costing and menu pricing.
- Demonstrate practical and theoretical knowledge of classical and contemporary cooking methods for both hot food and baking/pastry arts.
- Demonstrate practical knowledge of classical knife cuts.
- Apply learned cooking methods to international cuisines.
- Demonstrate proficiency in piping skills, mold usage, plate presentation, and other artistic techniques used in the garde manger kitchen as well as hot food, cold food and pastry presentations.

Required Courses (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)**

CUL-20	Fundamentals of Baking	2
CUL-22	Cake Decorating I	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**

*The following certificate may lead to employment competency, but do 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.

**Required Courses (17 units) Units**

	<b>DAN-12</b>	
	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	Intermediate Pilates	1
DAN-D50	Pilates for Dancers	1
DAN-D51	Advanced Pilates	1
Electives (Select 3 units from one of the emphases below)		3

**Dance/Athletes Emphasis (3 units)**

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

**General Lifestyle Management Emphasis (3 units)**

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**

**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 (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-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)****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 (34units)		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)**

**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 (6units)		Units
Complete two courses from the list below:		
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

**EARLY CHILDHOOD EDUCATION / TWELVE CORE UNITS (MNR)**

**CE797**

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

**Certificate Program**

**Program Learning Outcomes**

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

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

Required Courses (12 units)		Units
EAR-20	Child Growth and Development	3
EAR-24	Introduction to Curriculum	3
EAR-28	Principles and Practices of Teaching Young Children	3
EAR-42	Child, Family, and Community	3

**INFANT AND TODDLER SPECIALIZATION (MNR)**

**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

**EDUCATION PARAPROFESSIONAL**

This program prepares individuals to assist a teacher in regular classroom settings or in providing instruction and supervision to special student populations, such as bilingual/bicultural students, special education students, adult learners, and students learning English. This includes instruction in techniques of general classroom supervision, maintaining order, assisting with lessons, and carrying out related assignments.

**EDUCATION PARAPROFESSIONAL (MR)**

**AS603/AS603B/AS603C/CE603**

**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)**

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.

**ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER DEGREE**  
 CSUGE) AA648 (GETC) 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**

- 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.

Required Courses	Units
ENG-1B* or 1BH* Critical Thinking and Writing	4
LIST A Choose from the list below	6
LIST B Choose from the list below	6
LIST C Choose from the list below	3

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

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

LIST B Choose two courses from the following (6 units)

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

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

Any course from List A and 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-23* The Bible as Literature (same as HUM 23)	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

\*courses may be double counted

**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:

FTV-38A Beginning Film, Television and Video Production Project

FTV-200 Film, Television and Video Work Experience 1-2-3-4

In addition, choose and complete courses from one emphasis below:

**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	Film, Television and Video 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

**SOUND ENGINEERING EMPHASIS**

Core Requirements 23-24  
Select another 9 units from the following:

FTV-52	Film, Television and Video Laboratory	2
FTV-53	Film, Television and Video 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

**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

**GENERAL BUSINESS**

See [BUSINESS ADMINISTRATION](#)

**GRAPHICS TECHNOLOGY**

See [APPLIED DIGITAL MEDIA AND PRINTING](#)

**THE FOLLOWING PROGRAM IS IN THE PROCESS OF BEING DISCONTINUED.**

**HUMAN SERVICES**

The Human Services Program prepares students for various paraprofessional positions in human services, such as mental health case manager, job coach/employment specialist, social service intake specialist, or community health worker. Graduates of the program will be prepared to work as entry-level employees in a variety of settings such as group homes, halfway houses, mental health and correctional facilities, family, child and service agencies under the direct supervision of social workers and other human services professionals in public and non-profit social service agencies.

**HUMAN SERVICES (MR) AS663/AS663B/AS663C/CE663**  
**Certificate Program**

**Program Learning Outcomes**

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

- Demonstrate knowledge and skills needed to prepare for an entry-level paraprofessional position in human services.
- Develop a thoughtful, genuine, and empathetic attitude toward human beings.
- Increase the capacity for self-awareness and personal growth.
- Assist consumers and family members in matching needs with available community resources.
- Expand knowledge, skills, and attitudes necessary to help people better understand and help themselves.

Required Courses (20 units)		Units
HMS-4		
	Introduction to Human Services	3
HMS-5	Introduction to Evaluation and Counseling	3
HMS-6	Introduction to Case Management	3
HMS-8	Introduction to Group Process	3
HMS-16	Public Assistance and Benefits	1
HMS-200	Human Services Work Experience	1-2-3-4
Electives	(Choose from list below)	6

Electives (6 units)



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

**EMPLOYMENT SUPPORT SPECIALIZATION (MR) CE802**

This program prepares students to apply technical knowledge and skills to provide employment support for individuals with disabilities and their family members.

**Certificate Program**

**Program Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Demonstrate ability to help individuals become employable and self-sufficient.
- Provide follow-up services to help individuals maintain employment.
- Demonstrate ability to assist individuals with knowledge about benefits, eligibility requirements and available services and resources.

Required Courses (4 units)		Units
HMS-13	Employment Support Strategies	3
HMS-16	Public Assistance and Benefits	1
HMS-7	Introduction to Psychosocial Rehabilitation	3
HMS-13	Employment Support Strategies	3
HMS-14	Job Development	3
HMS-18	Introduction to Social Work	3
HMS-19	Generalist Practices of Social Work	3

**Associate of Science Degree**

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 college catalog.

**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 (17 Uni		Units
CIS-21A / CSC-21A	Linux Operating Systems Administration	3
CIS-25 / CSC-25	Information and Communication Technology Essentials	3
CIS-26A	Cisco Networking Academy 1A	4
CIS-26B	Cisco Networking Academy 1B	
CIS-27 / CSC-27	Information and Network Security	3
Select another 3 units from the following:		
CIS-1A	Introduction to Computer Information	3
CIS-5 / CSC-5	Programming Concepts and Methodology	4
CIS-21 / CSC-21	Introduction to Operating Systems	3
CIS-26F	Cisco Networking Security	4
CIS-27A / CSC-27A	Computer Forensics Fundamentals	3

**KINESIOLOGY**

This program prepares individuals to apply business, coaching, and physical education principles to the organization, administration, and management of athletic programs and teams, fitness/rehabilitation facilities and health clubs, sport recreation services, and athletic training programs. This includes instruction in program planning and development; business and financial management principles; sales, marketing and recruitment; event promotion, scheduling and management; facilities management; public relations; legal aspects of sports; and applicable health and safety standards.

**EXERCISE, SPORT, AND WELLNESS**

**Certificate Program**

Major Core Requirements:

Required Courses (21 units)		Units
KIN-4	Nutrition	3
KIN-10	Introduction to Kinesiology	3
KIN-12	Sport Psychology	3
KIN-14	Athletic and Fitness Organization and Admin	3
KIN-16	Introduction to Athletic Training	3
KIN-30	First Aid and CPR	3
KIN-35	Foundations for Fitness and Wellness	3
In addition, choose and complete courses from one emphasis below:		3-10

**FITNESS PROFESSIONS EMPHASIS (R)**

**AS595/AS595B/AS595C/CE595**

**Program Learning Outcomes**

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

- Demonstrate an acceptable level of health-related fitness.
- Demonstrate appropriate knowledge of fitness testing and of issues specific to different populations.
- Identify physiological principles of human movement in exercise and sport settings.
- Identify, explain, and apply appropriate principles of physical activity and nutrition for physical well-being and lifelong learning.

(Total of 24-25 units) Units

Core Requirements		21
Take <u>one</u> 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 <u>two</u> 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 <u>two</u> 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

Group 4 Electives - Team Activity Courses (1 unit)

KIN-A54	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-A80	Triathlon Techniques	1
KIN-A81A	Physical Fitness, Beginning	1
KIN-A81B	Physical Fitness, Intermediate	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.

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**MANAGEMENT**

See [BUSINESS ADMINISTRATION](#)

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**MARKETING**

See [BUSINESS ADMINISTRATION](#)

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**MUSIC**  
**Music (R)**

**AA680/AA680B/A680C**

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

\*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	4
Or	
MUS-44	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 filmscores.
- 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 interprofessional 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
AMY-2A Anatomy and Physiology I	4
AMY-2B Anatomy and Physiology II	4
(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.)	
MIC-1 Microbiology	4
PSY-9 Developmental Psychology	3
SOC-1/1H Introduction to Sociology	3
or	
ANT-2 Cultural Anthropology	3
ENG-1A/1AH English Composition	4
American Institutions	3
Analytical Thinking	3
COM-1/1H 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	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):

BIO-1	General Biology	4
(BIO-1 is the prerequisite for AMY-2A, but NOT a prerequisite for the RCC 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.)		
CHE-2A	Introductory Chemistry, I	4
Or		
CHE-3	Fundamentals of Chemistry	4
(Chemistry is a required prerequisite for the Microbiology 1 (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.)		

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 interprofessional 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
AMY-10	Survey of Human Anatomy and Physiology	3
NVN-52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5
NVN-55	An Introductory Course to Contemporary Vocational Nursing Practice	5
NVN-60	Intermediate Vocational Nursing Foundations-Nursing Process/Communication	1
NVN-61	Intermediate Concepts of Vocational Nursing-Care of the Family	6
NVN-62	Intermediate Concepts of Vocational Nursing-Medical/Surgical	12
NVN-63	Intermediate Concepts of Vocational Nursing-Mental Health	3
NVN-70	Advanced Vocational Nursing Foundations-Role Transition	1
NVN-71	Advanced Concepts of Vocational Nursing-Medical/Surgical	7.5
PSY-9	Developmental Psychology	3

#### **Associate 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 (9.5-10units)		Units
NRN-11	Foundations of Nursing Practice Across the Lifespan	9.5
and		
NRN-11A	Nursing Learning Laboratory	.5
or		
NVN-52	Introductory Concepts of Vocational Nursing-Nursing Fundamentals	9.5

**PARALEGAL STUDIES**

This program prepares individuals to perform research, drafting, investigatory activities, record-keeping and related Paralegal administrative functions under the supervision of an attorney in a law firm, public or private entity, and/or within a courtroom setting. This includes instruction in legal research, drafting legal documents, appraising, pleading, courthouse procedures, and legal specializations.

**PARALEGAL STUDIES (R) AS591/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
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Level I Courses:

BUS-18A	Business Law I	3
PAL-10	Introduction to Paralegal Studies	3
PAL-64	Legal Research and Computer Applications	3
PAL-68	Civil Litigation and Procedures I	3
CAT/CIS-80	Word Processing: Microsoft Word for Windows	3
or		
CAT/CIS-84	Word Processing: WordPerfect for Windows	3

Level II Courses:

BUS-18B	Business Law II	3
PAL-14	Legal Ethics	3
PAL-70	Law Office Policies, Procedures and Ethics	1.5
PAL-72	Legal Analysis and Writing	3
PAL-78	Civil Litigation and Procedures II	3

Specialty Courses (Select 9 units from the following)

ACC-1A	Principles of Accounting I	3
PAL-80	Internship Project	1.5
PAL-81	Bankruptcy Law and Procedures	3
PAL-83	Estate Planning and Probate Procedures	3
PAL-85	Family Law and Procedures	3
PAL-87	Trial Practice Preparation and Procedures	3
RLE-82	Legal Aspects of Real Estate	3

**Associate 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.

**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.

<u>Required Courses (18 units)</u>		<u>Units</u>
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.

**REAL ESTATE**

See [BUSINESS ADMINISTRATION](#)

**RETAIL MANAGEMENT/WAFC**

This program prepares individuals to perform operations associated with retail sales in a variety of settings. This includes instruction in over-the counter and other direct sales operations in business settings, basic bookkeeping principles, customer service, team/staff leadership and supervision, floor management, and applicable technical skills.

**RETAIL MANAGEMENT/WAFC (NR)  
(WESTERN ASSOCIATION OF FOOD CHAINS)**

**AS536/AS536B/AS536C/CE536**

**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.

<u>Required Courses (30 units)</u>		<u>Units</u>
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/BUS-3	Computer Applications for Business	3
COM-1/1H	Public Speaking	3
or		
COM-9/9H	Interpersonal Communication	3



or		
MAG-57	Oral Communications	3
MAG-56	Human Resources Management	3
MAG-44	Principles of Management	3
or		
MAG-51	Elements of Supervision	3
MAG-53	Human Relations	3
MKT-20	Principles of Marketing	3
MKT-42	Retail Management	3

**Associate of Science Degree**

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

**SIGN LANGUAGE INTERPRETING**

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

**SIGN LANGUAGE INTERPRETING (R) AS505/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 4<sup>th</sup> interpreting skills class.

Required Courses (28.5 units)		Units
AML-5	Sign Language for Interpreters	4
AML-10	Introduction to Sign Language Interpreting	3
AML-11	Interpreting I	4.5
AML-12	Interpreting II	4.5
AML-13	Interpreting III	4.5
AML-14	Interpreting IV/Practicum	2
AML-20	Ethics and Professional Standards of Interpreting	3
AML/SOC-22	American Deaf Culture	3

**Associate 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.

**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 (27 units)		Units
WEL-15	Intro. to Basic Shielded Metal Arc Welding	3
WEL-16	Advanced Shielded Metal Arc Welding	3
WEL-35	Semi-Automatic Welding	3
WEL-55A	Introduction to Gas Tungsten Arc Welding	3
WEL-55B	Advanced Gas Tungsten Arc Welding (GTAW)	3
WEL-61A	American Welding Society/Los Angeles City Welding I	3
WEL-61B	American Welding Society/Los Angeles City Welding II	3
WEL-62	Blueprint Reading for Welders	2
Electives	(Choose from list below)	4

**Electives (4 units)**

ENE-21	Drafting	3
WEL-34	Metal Joining Processes	2
WEL-60	Advanced Pipe and Plate Laboratory	2
WEL-200	Welding Work Experience	1-2-3-4

**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 (11 units)		Units
WEL-15	Introduction to Basic Shielded Metal Arc Welding	3
WEL-16	Advanced Shielded Metal Arc Welding	3
WEL-34	Metal Joining Processes	2
WEL-61A	American Welding Society/Los Angeles City Welding I	3
or		
WEL-61B	American Welding Society/Los Angeles City Welding II	3

**TIG WELDING (GTAW)(R) CE819**

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and GTAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able obtain entry level employment 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 (11 units)		Units
WEL-15	Introduction to Basic Shielded Metal Arc Welding	3
WEL-34	Metal Joining Processes	2
WEL-55A	Introduction to Gas Tungsten Arc Welding	3
WEL-61A	American Welding Society/Los Angeles City Welding I	3
or		
WEL-61B	American Welding Society/Los Angeles City Welding II	3

**WIRE WELDING (FCAW, GMAW) (R) CE818**

This certificate provides students with the technical knowledge and skill, in the oxyacetylene cutting and FCAW/GMAW welding, to be able to enter into a welding career either in the field or shop environment. With these new skills, students will be able to obtain entry level employment 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 (11 units)		Units
WEL-15	Introduction to Basic Shielded Metal Arc Welding	3
WEL-34	Metal Joining Processes	2
WEL-35	Semi-Automatic Welding	3
WEL-61A	American Welding Society/Los Angeles City Welding I	3
or		
WEL-61B	American Welding Society/Los Angeles City Welding II	3

**Section VI**  
**COURSE DESCRIPTIONS**

## COURSE DESCRIPTIONS

Riverside Community College District offers a comprehensive program of instruction for students who wish to transfer to four year institutions, complete an associate degree, train for specific occupations, or develop skills and knowledge. The information listed on courses and transferability is accurate as of the catalog publication date, but from time to time this varies based on changes that occur at four-year institutions. It is always advisable to check with a counselor and the four-year transfer institution for current updates. The following section includes a description of courses which the Board of Trustees has authorized the District to offer. The complete course outlines of record including student learning outcomes can be found at [www.curricunet.com/RCCD](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 Physics4A.)

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.

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## ACCOUNTING

### ACC-1A - Principles of Accounting, I 3 units UC, CSU (C-ID ACCT 110)

*Prerequisite: None.*

*Advisory: BUS-20.*

An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing and summarizing procedures used in preparing financial statements. 54 hours lecture.

### ACC-1B - Principles of Accounting, II 3 units UC, CSU (C-ID ACCT 120)

*Prerequisite: ACC-1A.*

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

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

*Prerequisite: ACC-1A.*

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

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

*Prerequisite: None.*

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

### ACC-61 - Cost Accounting 3 units CSU

*Prerequisite: ACC-1B.*

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)**

UC, CSU (C-ID AJ 110)

*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)

CSU (C-ID AJ 122)

*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)

UC, CSU (C-ID AJ 120)

*Prerequisite:* None.

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

**ADJ-4 - Legal Aspects of Evidence 3 units**

(Same as JUS-4)

CSU (C-ID AJ 124)

*Prerequisite:* None.

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

**ADJ-5 - Community Relations 3 units**

(Same as JUS-5)

UC, CSU (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.

**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)**  
**CSU (C-ID AJ 220)**

*Prerequisite: None.*

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

**ADJ-9 - Law in American Society** **3 units**  
**(Same as JUS-9)**  
**CSU, UC**

*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)**  
**CSU (CID AJ 150)**

*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)**  
**CSU (CID AJ 140)**

*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)**  
**CSU (CID AJ 200)**

*Prerequisite: None.*

This course is designed to provide the student with an overview of the history and trends of adult and juvenile corrections, including probation and parole. The course will focus on the legal issues, specific laws and general operations of correctional institutions. The relationship between corrections and other components of the judicial system will also be examined. This course has been identified by the Correctional Peace Officer Standards and training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-21 - Control and Supervision in Corrections**      **3 units**  
**CSU***Prerequisite: None.*

This course provides an overview of the supervision process of inmates in the local, state and federal correctional institutions. The issues of the control continuum from daily institutional living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Topics will include inmate subculture, violence and effects of crowding on inmates and staff and coping techniques for correctional officers in a hostile prison environment. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-22 - Legal Aspects of Corrections**      **3 units**  
**CSU***Prerequisite: None.*

This course provides students with an awareness of the historical framework, concepts and precedents that guide correctional practice. Course study will broaden the individual's perspective of the corrections environment, the civil rights of prisoners and the responsibilities and liabilities of corrections officials. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-23 - Criminal Justice Report Writing**      **3 units**  
**CSU***Prerequisite: None.*

This is an introductory course emphasizing the practical aspects of gathering, organizing and preparing written reports applicable to the criminal justice system. The course will cover the techniques of communicating facts, information and ideas effectively in a simple, clear and logical manner. Students will gain practical experience in note taking, report writing, memoranda, letters, directives and written administrative projects. Students will also gain practical experience in preparation for court appearances. This course has been identified by the Correctional Peace Officers Standards and Training Board of the Department of Corrections, California Youth Authority and the California Peace Officers Association to fulfill the educational requirements of the CPOST Certificate for apprentices hired after July 1, 1995 by CDC and CYA. 54 hours lecture.

**ADJ-25 - Introduction to Probation and Parole**      **3 units**  
**(Same as JUS-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.

**ADJ-30 - Introduction to Family Support Law**      **3 units**  
**(Same as JUS-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.

**ADJ-200 - Administration of Justice**      **1-2-3-4 units**  
**Work Experience****CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related 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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**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, hydraulic systems, electronic systems that are currently in use in industry today. Also includes special applications covering expendable refrigerant, absorption, thermal electric, cascade and low temperature exotic systems. Designs and applications of all these systems include preventive maintenance and repair. 72 hours lecture and 54 hours laboratory.

**AIR-53 - Basic Electricity for Air Conditioning and Refrigeration 4 units***Prerequisite: None.*

Introduces basic electrical theory, beginning circuit design, and electrical parts identification on air conditioning and refrigeration equipment. Includes hands-on preventative maintenance, and minor repair on electrical circuits. 54 hours lecture and 54 hours laboratory.

**AIR-60 - Electrical and Mechanical Diagnostic Lab Procedures 1 unit***Prerequisite: AIR-50A.*

The principles of electrical circuits and mechanical with emphasis placed upon circuit design, diagnostic troubleshooting and repair and instrument operation. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skills and competency development within the subject matter. 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. (TBA option)

**AML-2 - American Sign Language 2 4 units  
UC, CSU***Prerequisite: AML-1.*

Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Nonverbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory. (TBA option)

**AML-3 - American Sign Language 3 4 units  
UC, CSU***Prerequisite: AML-2.*

Review of ASL grammar with special emphasis upon idiomatic constructions. Further development of conversational techniques focusing on expressive, as well as receptive skills, intermediate level vocabulary expansion, ASL structural and grammatical patterns necessary for comprehension of standard ASL at the intermediate level. This course includes an expanded discussion of Deaf culture issues and daily life. 72 hours lecture and 18 hours laboratory. (TBA option)

**AML-4 - American Sign Language 4 4 units  
UC, CSU***Prerequisite: AML-3.*

Further development of intermediate skills toward advanced skills of ASL fluency. An expanded review of ASL vocabulary, syntactical structures and grammatical patterns necessary for comprehension of standard American Sign Language is emphasized. This course also emphasizes aspects of Deaf culture and community through spontaneously generated conversations. There is also an emphasis on watching ASL narratives of varying length at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory. (TBA option)

**AML-5 - Sign Language for Interpreters 4 units**

CSU

*Prerequisite: AML-4.*

This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Education Program or for professional interpreters currently working in the field who display advanced ASL communicative fluency at the ASL-4 level. Special attention is given to the 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 (Same as SOC-22) 3 units**

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.

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**ANATOMY AND PHYSIOLOGY****AMY-2A - Anatomy and Physiology I 4 units**

UC, CSU (C-ID BIOL 115S=AMY-2A + AMY-2B)

*Prerequisite: BIO-1 or 1H.*

First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular system, and the eye and ear. Designed to meet the prerequisite for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.

**AMY-2B - Anatomy and Physiology, II 4 units**

UC, CSU (C-ID BIOL 115S=AMY-2A + AMY-2B)

*Prerequisite: AMY-2A.*

Second of a two course sequence in anatomy and physiology that covers these systems: nervous, endocrine, cardiovascular, respiratory, urinary, digestive, and reproductive organ systems. 36 hours lecture and 108 hours laboratory.

**AMY-10 - Survey of Human Anatomy and Physiology 3 units UC, CSU***Prerequisite: None.*

An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues and discussion of each of the human systems. 54 hours lecture.

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**ANTHROPOLOGY**
**ANT-1 - Physical Anthropology 3 units**  
**UC, CSU (C-ID ANTH110)**

*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**  
**UC, CSU (C-ID ANTH110)**

*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**  
**CSU (CID ANTH 115)**

*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**  
**UC, CSU (C-ID ANTH120)**

*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**  
**UC, CSU (CID ANTH 120)**

*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, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture.

**ANT-6 - Introduction to Archaeology 3 units**  
**UC, CSU (C-ID ANTH150)**

*Prerequisite: None.*

An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.

**ANT-7 - Anthropology of Religion 3 units**  
**UC, CSU**

*Prerequisite: None.*

Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.

**ANT-8 - Language and Culture 3 units**  
**UC, CSU (C-ID ANTH 130)**

*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**  
**units UC, CSU**

*Prerequisite: None.*

The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.

**ANT-21 - Peoples of Sub-Saharan Africa 3 units**  
**UC, CSU**

*Prerequisite: None.*

Survey of indigenous cultures of sub-Saharan Africa, and their contributions to and situation in the modern world. Focus on adaptations, society, belief systems, culture change, and the effects of European colonization on current culture and politics in Africa. 54 hours lecture.

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**APPLIED DIGITAL MEDIA AND PRINTING**

**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 1 unit**  
**(Formerly ADM-65)**

*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 1 unit**  
**(Formerly ADM-58)**

*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 & Legalities for Graphic Designers 1 unit**  
**(Formerly ADM-64)**

*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 3 units**  
**Graphic Communications**

*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 3 units**  
**(Formerly ADM 63)**  
**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 3 units**  
**(Formerly ADM-68)**  
**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** **3 units**  
**(Formerly ADM-88)**  
 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**

*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**

*Prerequisite:* ADM-1, 62, and 71A.

*Advisory:* ADM-63A, and/or 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** **3 units**  
**(Formerly ADM-71)**

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** **3 units**  
**(Formerly ADM-72)**

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**

*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**

*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.

Instruction on the computer in the areas of graphic design, typography, and illustration using Adobe Illustrator. Includes the use of scanners. 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** **3 units**  
**(Formerly ADM-85)**

*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** **3 units**  
**(Formerly ADM-86)**

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 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**

**ARA-1 - Arabic 1** **5 units**  
**UC\*, CSU**

*Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes discussion of the Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-2 - Arabic 2** **5 units**  
**UC, CSU**

*Prerequisite: ARA-1.*

Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes an expanded discussion of Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-3 - Arabic 3** **5 units**  
**UC, CSU**

*Prerequisite: ARA-2.*

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

**ARA-8 - Intermediate Conversation** **3 units**  
**UC, CSU**

*Prerequisite: ARA-2.*

Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Arabic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

*Prerequisite: None.*

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

**ART**

In studio classes, students are expected to pay for their own materials. Material fees are required in some classes.

**ART-1 - History of Western Art: Prehistoric, Ancient, and Medieval** **3 units**  
**UC, CSU (C-ID ARTH 110)**

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Survey of the history of Western art: painting, architecture and sculpture, Prehistoric through the Medieval periods. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-2 - History of Western Art: Renaissance through Contemporary** **3 units**  
**UC, CSU (C-ID ARTH 120)**

*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**  
**UC, CSU (C-ID ARTH 120)**

*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. Students may not receive credit for both ART-2 and ART-2H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-3 - Art for Teachers** **3 units**  
**CSU***Prerequisite: None.*

Designed to enable the student to teach basic art principles and concepts to elementary school age children (grades K-6). Intended to improve individual skills, general knowledge and confidence in teaching art. Developmental stages, creative expression and various methods and techniques will be explored with age-appropriate art projects and experiences. Intended for education, Early Childhood Studies and other non-art majors. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$10.00)

**ART-4 - Introduction to Visual Culture** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: ENG-50 or qualification for ENG-1A.*

A study of visual culture and society that includes an examination of the various ways reality is constructed through vision and sight in contemporary culture including explorations in traditional art, photography, advertising, film and television, and in global electronic media. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ART-5 - History of Non-Western Art** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A and college level reading.*

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

**ART-6 - Art Appreciation** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

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

**ART-6H - Honors Art Appreciation** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

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

**ART-7 - Women Artists in History** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: Qualification for ENG-1A.*

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

**ART-8 - Mexican Art History** **3 units**  
**UC, CSU***Prerequisite: None.*

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

**ART-9 - African Art History** **3 units**  
**UC, CSU***Prerequisite: None.*

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

**ART-10 - Modern and Contemporary Art History** **3 units**  
**UC, CSU***Prerequisite: None.*

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

**ART-11 - Gallery and Exhibition Design** **3 units**  
**CSU***Prerequisite: None.*

Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-12 - Asian Art History** **3 units**  
**UC, CSU (C-ID ARTH 130)***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 3 units**  
**UC, CSU (C-ID ARTH 145)**

*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.) (Materials fee: \$15.)

**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.) (Materials fee: \$15.)

**ART-17 - Beginning Drawing 3 units**  
**UC, CSU (C-ID ARTS 110)**

*Prerequisite: None.*

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

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

*Prerequisite: ART-17.*

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

**ART-19 - Experimental 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.) (Materials fee: \$15.)



**ART-22 - Basic Design 3 units****UC, CSU (C-ID ARTS100)***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 3 units****UC, CSU (C-ID ARTS270)***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 3 units****UC, CSU (C-ID ARTS101)***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 3 units****UC, CSU (C-ID ARTS210)***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.) (Materials fee: \$15.)

**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). (Materials fee: \$15.)

**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. 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 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-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** **3 units**  
**UC, CSU (C-ID ARTS200)**

*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-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.) (Materials fee: \$15.)

**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.)(Materials fee: \$15.)

**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****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****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.

**AUB-51 - Automotive Non-Structural Collision Repair 4 units and Estimating***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 - 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 Collision 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.)

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**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 and electronic systems operation. The service of Ford starters, alternators, lighting systems and electrical accessories will be introduced. This course also examines the operation of Ford's automotive computer controls systems. The correct use of Ford's specific scanners are also covered along with electrical and computer system simulators and circuit breadboards. Special emphasis will be placed on diagnosing and troubleshooting electrical system concerns using Ford methods and tools. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**AUT-41 - Ford Advanced Electronics MLR 3.5 units**

*Prerequisite: AUT-40.*

This course examines in-depth the operation of Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Ford's advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln/Mercury vehicles and to enable the students to diagnose and repair today's computer laden vehicles. 45 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**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 3.5 units**

*Prerequisite: AUT-40.*

This course presents the principles of Ford brake system (hydraulic and electronic, with and without anti-lock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Ford's test methods and equipment. 45 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**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. (Letter Grade only.)

**AUT-45 - Ford MLR Automotive Chassis Systems 4 units**

*Prerequisite: AUT-40.*

This course presents the principles of operation, diagnosis, and repair of the brake system, the suspension and steering system, and the climate control system. The course content includes hydraulic, mechanical, and electronic operation and repair, as well as brake system overhaul and service operations. Additionally, it presents the fundamentals of suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Furthermore, the course will include climate control fundamentals. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns, and climate control concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)



**AUT-50 - Automotive Principles CSU 4 units**

*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.

**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. 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 testing. 45 hours lecture and 81 hours laboratory.

**AUT-55B - Automotive Manual Drivetrain Systems 4 units**

*Prerequisite: AUT-50.*

Theory and principles of operation of automobile standard transmission systems with emphasis placed on trouble diagnosis, complete disassembly and repair. 45 hours lecture and 81 hours laboratory.

**AUT-56 - Automotive Computer Controls 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 - General Motors Minor Services and Pre-Delivery** **3 units**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment limited to GM dealer-sponsored ASEP applicants.*

This course serves as an important introduction to the GM (ASEP) Automotive Service Educational Program. Students will learn about GM customer service, technical assistance network, General Motors dealership operation, auto shop safety, auto shop practices, Pre-Delivery Inspection, GM diagnostic and service information. Application to the ASEP program is required and sponsorship by a General Motors dealership or General Motors approved repair facility is required. 45 hours lecture and 27 hours laboratory.

**AUT-81 - GM Electrical and Electronics Systems** **4 units**

*Prerequisite: None.*

This course presents the fundamentals of GM's vehicles electrical and electronic systems. Includes the use of electrical and electronic system simulators, laboratory oscilloscopes, digital meters and GM's advanced diagnostic tools. Emphasis is on the diagnosis and troubleshooting of electrical and electronic system concerns using GM-approved and recommended testing methods and equipment service of GM automotive electrical and electronic systems. Students will be able to apply the acquired information to the computer systems found on GM vehicles in the diagnosis and repair of major automotive electrical and electronic system components. 54 hours lecture and 54 hours laboratory.

**AUT-82 - GM Applied Electronics** **4 units**

*Prerequisite: AUT-81.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course is an in-depth study of advanced automotive computer controls as they relate to specific electronic systems on GM vehicles; also includes the theory, operation, diagnosis and repair of base and electronic control systems of GM automotive refrigeration and heating systems. Students will utilize laboratory oscilloscopes, digital meters, and GM's advanced diagnostic tools to diagnose and repair today's computer-laden vehicles using GM-approved procedures and standards. 54 hours of lecture and 54 hours laboratory.

**AUT-83 - GM Engine Performance** **8 units**

*Prerequisite: AUT-81.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the operation, diagnosis, and analysis of GM ignition, exhaust, emission, fuel, air injection and the On-board computer management system advanced drivability diagnosis of GM electronic engine control systems. Emphasis will be placed on using specialized test equipment and shop manuals for the diagnosis of drivability concerns related to these systems. Sponsorship by a GM dealership required. 108 hours lecture and 108 hours laboratory.

**AUT-84 - GM Brakes, Steering and Suspension Systems** **4 units**

*Prerequisite: None.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the operation, diagnosis and repair of GM automotive brake, steering and suspension systems to include mechanical and hydraulic brake service as well as suspension and steering system service and alignment. Course covers components and operation of each system and the functional relationships between the systems in GM Motor cars and light trucks. wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-85 - GM Gasoline Engine and Repair** **4 units**

*Prerequisite: None.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the fundamentals of General Motor's gasoline and diesel engine operation and repair. The disassembly, inspection, measurement and reassembly of selected General Motor's gasoline and diesel engines will be introduced. Emphasis will be placed on diagnosing and troubleshooting internal engine, lubrication and cooling concerns using General Motors approved test equipment and methods. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

**AUT-86 - GM Advanced Chassis Systems** **4 units**

*Prerequisite: None.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the principles of GM antilock brake, ride control, directional stability control, and electronic power steering assist systems. Emphasis will be placed on the diagnosis of advanced brake system concerns, as well as the diagnosis of advanced steering and suspension system concerns using GM-approved and recommended testing methods and equipment. 54 hours lecture and 54 hours laboratory.

**AUT-87 - General Motors Heating and Air Conditioning (HVAC) Systems** **4 units**

*Prerequisite: AUT-80.*

*Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents GM climate control system operations and repair, both base and electronic controls system. Compressor service and refrigerant recovery and recycling will be included. Emphasis will be placed on the diagnosis of climate control system performance concerns using GM approved test equipment. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

**AUT-88 - General Motors Manual Transmissions and Drive Trains 4 units***Prerequisite: None.**Limitation on enrollment: Sponsorship by a General Motors dealership or approved GM repair facility required.*

This course presents the fundamentals of GM manual transmission, transaxle, transfer case, differential, and driveline operation and repair. The disassembly, inspection, measurement and reassembly of selected GM manual transmissions, transaxles, transfer cases, clutches all wheel drive systems, drivelines and differentials will be introduced. The diagnosis of concerns with the transmission, transaxle and drivetrain systems are included. Sponsorship by a GM dealership required. 54 hours lecture and 54 hours laboratory.

**AUT-89 - General Motors Automatic Transmissions 4 units and Transaxles***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. (Letter Grade or Pass/No Pass option.)

**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.)

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**BANKING AND FINANCE****BAN-51 - Principles of Banking 3 units***Prerequisite: None.*

A study of the diversified services offered by the banking industry. This course explores and analyzes the banking industry and the functions of commercial banks, with particular attention to the deposit, payment, and credit functions as well as fund management and specialized products and services. 54 hours lecture.

**BAN-52 - Consumer Lending 3 units***Prerequisite: None.*

A study of the consumer lending process, its importance to banks and consumers, and the environment in which it functions. Students will explore closed-end loans, indirect loans, related credit products, and open-end credit products, and analyze the consumer lending process from loan application, credit investigation, lender decision-making, loan pricing and policy, collection and recovery. 54 hours lecture.

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**BIOLOGY**
**BIO-1 - General Biology** **4 units**  
 UC\*, CSU

*Prerequisite: None.*

This course is an introductory course designed for non-science majors, which offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory.

**BIO-1H - 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-2A - Invertebrate Zoology** **5 units**  
 UC, CSU

*Prerequisite: None.*

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

**BIO-2B - Vertebrate Zoology** **5 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: BIO-2A.*

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

**BIO-3 - Field Botany** **4 units**  
 UC, CSU

*Prerequisite: None.*

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

**BIO-5 - General Botany** **4 units**  
 UC\*, CSU (C-IDAG-PS104)

*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, and what types of organisms are found in these varying habitats. 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-11 - Introduction to Molecular and Cellular Biology** **5 units**  
UC\*, CSU (C-ID BIOL 190)

*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, biological molecules, prokaryotic and eukaryotic cell structure and function, cell metabolism including photosynthesis and respiration, homeostasis, cell reproduction and its control, classical and molecular genetics, cellular communication, development, evolution and diversity of life at the cellular level. This course addresses the philosophy of science, methods of scientific inquiry and experimental design. 72 hours lecture and 54 hours laboratory.

**BIO-12 - Introduction to Organismal and Population Biology (Majors)** **5 units**  
UC\*, CSU (C-ID BIOL 140)

*Prerequisite: BIO-11 or 11H.*

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

**BIO-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-17 - Human Biology** **4 units**  
UC, CSU

*Prerequisite: None.*

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

**BIO-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-30 - Human Reproduction and Sexual Behavior** **3 units**  
UC, CSU

*Prerequisite: None.*

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

**BIO-31A - Regional Field Biology Studies** **1 unit**  
CSU

*Prerequisite: None.*

A field course with trips to regional points of biologic interest. This course 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-34 - Human Genetics** **3 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: High school biology or any college life science course with laboratory.*

A general education course for the non-biology major 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-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-34 - Human Genetics** **3 units**

UC, CSU

*Prerequisite: None.*

*Advisory: High school biology or any college life science course with laboratory.*

A general education course for the non-biology major 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-36 - Environmental Science** **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-40 - Biometrics** **4 unit**

UC, CSU

Prerequisite(s): BIO-11, 12 and MAT-12 or 12H

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-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.

**BUSINESS ADMINISTRATION****BUS-3 - Computer Applications for Business** **3 units****(Same as CAT/CIS-3)**

CSU

*Prerequisite: None.*

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

**BUS-10 - Introduction to Business** **3 units**

UC, CSU (C-ID BUS 110)

*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** **3 units***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.

**BLACK STUDIES**See [ETHNIC STUDIES](#)

**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  
UC\*, CSU (C-ID BUS 125)** **3 units**

*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  
UC\*, CSU** **3 units**

*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**

CSU (C-ID BUS 115)

*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, 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.*

Presents the problems of marketing in the international marketplace and how marketers approach and solve them. The course focuses on concepts and principles by teaching the theory and practice of international marketing. Included are: the United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion and sales. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-46 - International Business-Introduction to  
Importing/Exporting** **3 units**

CSU

*Prerequisite: None.*

An introduction to the current U.S. position in the global trade arena with an emphasis on the import/export concerns of the small U.S. firm. Includes import/export assessment, methods of import/export, resources of import/export advice, international market research methods, aspects of overseas buying/selling practices, and import/export documentation and shipping. 54 hours lecture. (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 of 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)***Prerequisite: None.**Advisory: MAG-44 and 70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

**BUS-72 - Introduction to Quantitative Methods 3 units  
for Business  
(Same as MAG-72)***Prerequisite: None.**Advisory: BUS-20 and MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hours lecture.

**BUS-80 - Principles of Logistics 3 units  
CSU***Prerequisite: None.*

An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**BUS-200 - Business Administration 1-2-3-4 units****Work Experience**

CSU\*

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

This course is designed to coordinate the student's occupational on-the-job training with related 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**UC, CSU (C-ID CHEM 120S=CHE-1A + CHE-1B)  
(C-ID CHEM 110)*Prerequisite: CHE-2A or 3 and MAT-35.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1AH - Honors General Chemistry, I 5 units**

UC, CSU (C-ID CHEM 120S=CHE-1AH + CHE-1BH)

*Prerequisite: CHE-2A or 3, and MAT-35.**Limitation on enrollment: Enrollment in the Honors Program.*

The student will explore simple chemical systems, their properties and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure and bonding. Laboratory techniques in the investigation of chemical systems. The honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. A thematic approach developing a chemical concept in detail will be used rather than a topic based approach. Laboratory will involve completion of directed research projects with submission of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-1B - General Chemistry, II 5 units**

UC, CSU (C-ID CHEM 120S=CHE-1A + CHE-1B)

*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**

UC, CSU (C-ID CHEM 120S=CHE-1AH + CHE-1BH)

*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 (CID CHEM 100)***Prerequisite: None.*

A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at genetics and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CHE-12A - Organic Chemistry, I** **5 units****UC, CSU (C-ID CHEM 160S=CHE-12A + CHE-12B)***Prerequisite: CHE-1B or 1BH.*

A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

**CHE-12B - Organic Chemistry, II** **5 units****UC, CSU (C-ID CHEM 160S=CHE-12A + CHE-12B)***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 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 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. 63). 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****UC, CSU (C-ID COMM110)***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-1H - Honors Public Speaking** **3 units**  
**UC, CSU (C-ID COMM 110)**

*Prerequisite: None.*

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

*Limitation on enrollment: Enrollment in the Honors Program.*

Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-2 - Persuasion in Rhetorical Perspective** **3 units**  
**UC, CSU (C-ID COMM 190)**

*Prerequisite: None.*

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

Develops persuasion from a rhetorical perspective with emphasis on the Ciceronian Canons of Rhetoric and the Aristotelian forms of proof: ethos, pathos, and logos. Includes practical application of these rhetorical theories in understanding and analyzing classical, post renaissance, and contemporary public address. Also incorporates presentation on persuasive issues, rhetorical analyses, and role play. Students will deliver a minimum of three oral presentations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-3 - Argumentation and Debate** **3 units**  
**UC, CSU (C-ID COMM 120)**

*Prerequisite: None.*

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

Covers theoretical underpinnings of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, rebuttals, cross-examination, utilization of sound reasoning, and the importance of ethical behavior in debate. Focus is on effective delivery of verbal and nonverbal communication as well as effective listening. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-5 - Parliamentary Procedure** **1 unit**  
**CSU**

*Prerequisite: None.*

Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-6 - Dynamics of Small Group Communication** **3 units**  
**UC, CSU (C-ID COMM 140)**

*Prerequisite: None.*

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

Provides an introduction to the dynamics of communication in purposeful small groups (i.e. problem-solving). Theoretical knowledge of small group communication becomes the basis for the practical application of group development, problem-solving, decision-making, discussion, interaction and presentation. Develops student competence and confidence as a group member and leader. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-7 - Oral Interpretation of Literature** **3 units**  
**UC, CSU (C-ID COMM 170)**

*Prerequisite: None.*

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

Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-9 - Interpersonal Communication** **3 units**  
**UC, CSU (C-ID COMM 130)**

*Prerequisite: None.*

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

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-9H - Honors Interpersonal Communication** **3 units**  
**UC, CSU (C-ID COMM 130)**

*Prerequisite: None.*

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

*Limitation on enrollment: Enrollment in the Honors Program.*

Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict resolution. This honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-11 - Storytelling** **3 units**  
**CSU***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-12 - Intercultural Communication** **3 units**  
**UC, CSU (C-ID COMM 150)***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

This course provides an introduction to the factors affecting intercultural communication. This course focuses on the communication behaviors and values common to all cultures and ethnic groups, as well as the differences that may insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, gender roles, values, beliefs, verbal and nonverbal communication patterns, conflict styles and much more. Students will learn to overcome the communication problems that may result when members of other cultures and/or ethnic groups communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**COM-13 - Gender and Communication** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

A study of theories that address communication styles including similarities and differences between masculine and feminine gender types. Integrates theories to heighten students' awareness of the importance of gender as a communication variable. Theoretical approaches to the development of gender are discussed. Gender communication issues are addressed with an emphasis on listening, perception, verbal, nonverbal communication, and conflict management in interpersonal, small group and various other contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-19 - Reader's Theater** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: COM-51 and/or qualification for ENG-1A.*

Study of literary genres and their applicability to various Readers' Theatre methods of presentation. Literary research and selection of material are applied in the preparation of scripts and oral presentation while adhering to Readers' Theatre style, approach, and technique. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-20 - Introduction to Communication Theory** **3 units**  
**UC, CSU (C-ID COMM 180)***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.)

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## COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY

### **CAT-1A - Business Etiquette** **1 unit**

*Prerequisite: None.*

This course provides students with both the knowledge and skills required to quickly apply business standards of acceptable behavior and etiquette to project a professional image. It addresses additional topics, such as financial planning, appropriate use of workplace technologies, and written business communications, that students need to know when transitioning from campus to the workplace. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None.*

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

### **CAT-30 - Business English** **3 units**

*Prerequisite: None.*

*Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT/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.*

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** **1.5 units** (Same as CIS-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.)

### **CAT-36A - Legal Office Procedures I** **3 units**

CSU

*Prerequisite: None.*

*Advisory: Typing skills and familiarity with MS Word or Corel WordPerfect.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

### **CAT-36B - Legal Office Procedures II** **3 units**

CSU

*Prerequisite: None.*

*Advisory: CAT-36A and Microsoft Word or Corel WordPerfect, CAT-34A.*

This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

### **CAT-37 - Legal Terminology** **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 California legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

### **CAT-50 - Keyboarding and Document Processing** **3 units**

CSU

*Prerequisite: None.*

Develops motor coordination, memory, thinking and problem solving skills. Includes mastery of the keyboard on computers and introduction to personal and business typing using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-51 - Intermediate Typewriting/  
Document Formatting** **3 units**

CSU

*Prerequisite: None.**Advisory: Beginning typing skills and familiarity with basic business document formats; CAT-50.*

Develops professional typing skills. Includes business letters, manuscripts, reports, and tables. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-53 - Keyboarding/Typing Fundamentals** **1 unit***Prerequisite: None.*

Develops basic alpha/numeric keyboarding/touch typewriting skills on an electronic keyboard. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a microcomputer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

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  
(Same as ACC-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.)

**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, OR 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 covering alphabetical, numerical, geographical, subject, and chronological filing. Introduces records and database management and the management, control, and retention thereof, both manually and electronically. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None.*

Introduction to Microsoft PowerPoint presentation graphics program. Creation of overhead transparencies, electronic presentations or formal presentations media. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None.*

Introduction to Adobe Photoshop including mastery of digital image editing, techniques for selecting, photo correction, manipulating images and vector drawing. This course also provides instruction in retouching images, special effects, working with image color and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

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. Develop a working knowledge of the processes that generate graphic images: layering, shadowing, and color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CSU (Not at R)

*Prerequisite: None.*

*Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate and advanced skill levels necessary to produce a variety of professional documents using Microsoft Word, a word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hours laboratory. (TBA option)

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

CSU

*Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-84 - Word Processing: WordPerfect for Windows 3 units**  
(Same as CIS-84)

*Prerequisite: None.*

*Advisory: Typing knowledge/skills with at least 40 wpm.*

This course provides introductory, intermediate, and advanced skill levels necessary to produce a variety of professional documents using WordPerfect for Windows, a word processing program. Students will develop skills in word processing techniques and tasks. 54 hours lecture and 18 hour laboratory. (TBA option)

**CAT-90 - Microsoft Outlook 3 units**  
(Same as CIS-90)

*Prerequisite: None.*

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-91 - Microsoft Project 3 units**  
(Same as CIS-91)

*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option)

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

*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None.*

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

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

CSU

*Prerequisite: None.*

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

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

CSU

*Prerequisite: CAT/CIS-98A.*

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)



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

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related 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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**COMPUTER INFORMATION SYSTEMS**

**CIS-1A - Introduction to Computer Information Systems** **3 units**

UC, CSU (C-ID ITIS 120)

*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** **1 unit**  
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 laboratory.

**CIS-5 - Programming Concepts and Methodology I: C++** **4 units**  
(Same as CSC-5)

UC, CSU (C-ID COMP 122)

*Prerequisite: None.*

*Advisory: CIS-1A.*

Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

**CIS-7 - Discrete Structures** **3 units**  
(Same as CSC-7)

UC, CSU (C-ID COMP 152)

*Prerequisite: CIS/CSC-5.*

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

**CIS-11 - Computer Architecture and 3 units****Organization: Assembly****(Same as CSC-11)****UC, CSU (C-ID COMP142)***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 3 units****Methodology II: C++****(Same as CSC-17A)****UC, CSU (C-ID COMP132)***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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-17C - C++ Programming: Data Structures 3 units****(Same as CSC-17C)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-17A.*

This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-18A - Java Programming: Objects 3 units****(Same as CSC-18A)****UC, CSU***Prerequisite: None.**Advisory: CIS/CSC-5.*

An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-18A.*

This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with business, e-commerce and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

UC, CSU

*Prerequisite: None.**Advisory: CIS/CSC-18A.*

This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-20 - Systems Analysis and Design**      **3 units**  
**(Same as CSC-20)**

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS Access.*

Structured design techniques for the development and implementation of computerized business applications. 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 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**      **3 units**  
**Technology Essentials**  
**(Same as CSC-25)**

CSU

*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, 21 or 23.*

This course introduces 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. It uses the OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. Preparation for the CompTIA Network+ certification exam. 72 hours lecture. (Letter Grade, or Pass/No Pass option)

**CIS-26B - Cisco Networking Academy 1B** **4 units**  
CSU*Prerequisite: CIS-26A.*

This course describes 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 RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26C - Cisco Networking Academy 1C** **4 units**  
CSU*Prerequisite: CIS-26B.*

This course introduces students to troubleshooting common network problems, using a layered model approach, interpret network diagrams, LAN segmentation using switches, routers, full-duplex Ethernet operations, dynamic routing, and the network administrator's role. Students will learn to configure, verify, and troubleshoot VLANs, inter VLAN routing, VTP trunking on Cisco switches, and RSTP operation. Students will identify the basic parameters to configure a wireless network and common implementation issues. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26D - Cisco Networking Academy 1D** **4 units**  
CSU*Prerequisite: CIS-26C.*

This course introduces students to configure WAN services, frame relay, WAN serial connection, IPV6, encapsulate WAN data, High-Level Data Link Control (HDLC), Point-to-Point Protocol (PPP), ACLs access lists, and the network administrator's role and function. Students will learn to configure the Frame Relay operations and troubleshoot DHCP, DNS, ACL's. This course is one of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26F - Cisco Networking Security** **4 units**  
CSU*Prerequisite: None.**Advisory: CIS-26B, 26C and CIS/CSC-27.*

Provides students with in-depth network security education and a comprehensive understanding of network security concepts. Instruction includes, but is not limited to, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data, skills needed to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate potential security threats. This course is designed to prepare students for CCNA Security Certification (IINS 640-553 exam). 72 hours lecture.

**CIS-27 - Information and Network Security** **3 units**  
(Same as CSC-27)

CSU

*Prerequisite: None.**Advisory: CIS-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**  
(Same as CSC-27A)

CSU

*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: Competency in the use of a computer and familiarity with the Internet; CIS/CAT-95A.*

This course provides students with the essential knowledge and skills required to use Flash. This includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-54B - Flash Scripting 3 units***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 Web Graphics 3 units  
CSU***Prerequisite: None.**Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CIS/CAT-95A.*

This course provides students with the knowledge and skills required to create, modify and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option)

**CIS-61 - Introduction to Database Theory 3 units  
(Same as CSC-61)  
CSU***Prerequisite: None.*

This course provides 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 of lecture and 18 hours laboratory. (TBA option).

**CIS-62 - Microsoft Access DBMS: Comprehensive 3 units  
(Same as CSC-62)***Prerequisite: None.**Advisory: Previous computer experience.*

This course provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. The student will be provided hands-on experience in modeling work problems and transforming them to a relational data model. The student will design data tables to efficiently store data. The student will be shown techniques for entering, changing and deleting data using datasheets and forms. The student will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. The student will be presented with database projects to reinforce their lectures. 54 hours lecture and 18 hours laboratory. (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 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 1.5 units  
using Cascading Style Sheets (CSS)***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 to XML 1.5 units***Prerequisite: None.**Advisory: Knowledge of HTML and CSS.*

Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-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.*

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 3 units  
for Windows**

**(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. (TBA option)

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

**CSU**

*Prerequisite: None.*

Page design and layout techniques using Adobe InDesign. Mastery of beginning and intermediate techniques of document creation, including design skills. Successful incorporation of drawing and bit mapped files to create professional printed media. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-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 hour laboratory. (TBA option)

**CIS-90 - Microsoft Outlook 3 units  
(Same as CAT-90)**

*Prerequisite: None.*

This course utilizes Microsoft Outlook to organize and plan personal and business information. Emphasis is placed on the use of Outlook for communication and sharing information with persons within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-91 - Microsoft Project 3 units  
(Same as CAT-91)**

*Prerequisite: None.*

This course utilizes Microsoft Project to build, track and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option)

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

*Prerequisite: None.*

This course is designed as a practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

CSU

*Prerequisite: None.*

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

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

CSU

*Prerequisite: None.*

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

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

CSU

*Prerequisite: CIS/CAT-98A.*

Advanced concepts of MS-Excel including managing large spreadsheets, creating and working with databases, creating and using templates and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**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** **4 units**  
**Methodology I: C++**  
(Same as CIS-5)

UC, CSU (C-ID COMP 122)

*Prerequisite: None.*

*Advisory: CIS-1A.*

Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory.

**CSC-7 - Discrete Structures** **3 units**  
(Same as CIS-7)

UC, CSU (C-ID COMP 152)

*Prerequisite: CIS/CSC-5.*

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

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

(Same as CIS-11)

UC, CSU (C-ID COMP 142)

*Prerequisite: None.*

*Advisory: CIS/CSC-5.*

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

**SC-12 - PHP Dynamic Web Site Programming**      **3 units**  
**(Same as CIS-12)**  
**CSU**  
*Prerequisite: None.*  
*Advisory: CIS/CSC-5 and CIS/CSC-14A or CIS-72A.*  
 Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-14A - Web Programming: JavaScript**      **3 units**  
**(Same as CIS-14A)**  
**CSU**  
*Prerequisite: None.*  
*Advisory: Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-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.)

**CSC-17A - Programming Concepts and Methodology II: C++**      **3 units**  
**(Same as CIS-17A)**  
**UC, CSU (C-ID COMP 132)**  
*Prerequisite: CIS/CSC-5.*  
 The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option)

**CSC-17B - C++ Programming: Advanced Objects**      **3 units**  
**(Same as CIS-17B)**  
**UC, CSU**  
*Prerequisite: None.*  
*Advisory: CIS/CSC-17A.*  
 This is an advanced C++ programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with complex Business and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-17C - C++ Programming: Data Structures**      **3 units**  
**(Same as CIS-17C)**  
**UC, CSU**  
*Prerequisite: None.*  
*Advisory: CIS/CSC-17A.*  
 This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-18A - Java Programming: Objects**      **3 units**  
**(Same as CIS-18A)**  
**UC, CSU**  
*Prerequisite: None.*  
*Advisory: CIS/CSC-5.*  
 An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-18B - Java Programming: Advanced Objects**      **3 units**  
**(Same as CIS-18B)**  
**UC, CSU**  
*Prerequisite: None.*  
*Advisory: CIS/CSC-18A.*  
 This is an advanced JAVA programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-18C - Java Programming: Data Structures**      **3 units**  
**(Same as CIS-18C)**  
**UC, CSU**  
*Prerequisite: None.*  
*Advisory: CIS/CSC-18A.*  
 This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-18D - Data Structures and Algorithms**      **3 units**  
**(Same as CIS-18D)**  
**UC, CSU**  
*Prerequisite: CIS/CSC-18A*  
 Data structures such as trees, priority queues, graphs, sets, and maps will be developed using Java. Sorting algorithms will be explored and coded plus random access, indexed and direct files will be created. Indexing techniques for these files will be explored. 54 hours lecture and 18 hours laboratory. (TBA option)



**CSC-20 - Systems Analysis and Design** **3 units**  
**(Same as CIS-20)**

CSU

*Prerequisite: CIS/CSC-2.**Advisory: Students should have a working knowledge of MS**Access.*

Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CSC-21 - Introduction to Operating Systems** **3 units**  
**(Same as CIS-21)**

CSU

*Prerequisite: CIS-1A.*

An introduction to operating concepts, structure, functions, performance and management is covered. A current operating system, such as Windows, Linux or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**CSC-21A - Linux Operating System Administration** **3 units**  
**(Same as CIS-21A)**

CSU

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

**CSC-25 - Information and Communication** **3 units**  
**Technology Essentials**  
**(Same as CIS-25)**

CSU

*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.)

**CSC-27 - Information and Network Security** **3 units**  
**(Same as CIS-27)**

CSU

*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.

**CSC-27A - Computer Forensics Fundamentals** **3 units**  
**(Same as CIS-27A)**

CSU

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. (TBA option)

**CSC-28A - MS Access Programming** **3 units**  
**(Same as CIS-28A)**

CSU

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

Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

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

CSU

*Prerequisite: None.*

This course provides 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 of lecture and 18 hours laboratory. (TBA option)

**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)

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**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 WebAdvisor 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-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 II 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 technical instruction 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-60E-1.*

*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-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 I Cosmetology Instructor Concepts 7.5 units**

*Prerequisite: COS-61A.*

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 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 5 units**

*Prerequisite: None for 64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to prepare the student for a career in manicuring and pedicuring. It is an in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology rules and regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in COS-64B will provide the student with an opportunity for additional skill and competency development within the subject matter. 202 hours lecture - demonstration/laboratory.

**COS-64B - Manicuring and Pedicuring 5 units**

*Prerequisite: COS-64A. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

This course is designed to complete preparation of the student for a career in manicuring and pedicuring. It is an advanced in-depth scientific study of nail care as related to the practice of manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Enrollment in COS-64B will provide the student an opportunity for additional skill and competency development within the subject matter and the hours required by state regulation. 202 hours lecture - demonstration/laboratory.

**COS-67ABCD - New Trends and Techniques in Hairdressing 2 units**

*Prerequisite: Completion of 1600 hours of cosmetology training or equivalent. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

Designed for practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in COS-67 B, C, and/or D will provide the student with an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

**COS-68A - Principles and Practices of Competition Hairstyling** **2 units**

*Prerequisite: None.*

*Limitation on enrollment: Currently enrolled cosmetology students.* A specialized course to develop precision performance in hair design at an advanced level of competency. The students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory.

**COS-68B - Special Artistic Effects Used in Competition Hairstyling** **2 units**

*Prerequisite: None.*

*Limitation on enrollment: Currently enrolled cosmetology students.* A specialized course to develop artistic effects in conjunction with competition hairstyling. The students will learn to adapt art principles to enhance original hair designs. 18 hours lecture and 54 hours laboratory.

**COS-69ABCD - Men's Hair Design** **2 units**

*Prerequisite: Completion of 1500 hours of barber training. Courses will be taken in alphabetical sequence regardless which semester enrollment begins.*

Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS-69 B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory.

**COS-200 - Cosmetology Work Experience** **1-2-3-4 units**  
CSU\*

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related 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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**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.*

This course presents a study of professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design is used in the presentation of these products. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.)

**CUL-23 - Advanced Cake Decorating** **2 units**

*Prerequisite: CUL-22.*

Continued study of advanced professional baking principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work, preparation and display of extra fine desserts. This course will focus on decorative works and display pieces made of marzipan and chocolate paste - dark, white and colored. Students will also be taught use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65.)

**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.**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Overview of the culinary arts and the food industry. An introduction to the fundamental knowledge and concepts of basic food preparation, culinary theory and terminology, skills, techniques, use and care of commercial equipment and procedures. Emphasis is given to the study of different production (cooking methods) and product flow. Basic concepts of kitchen organization and operation, heat transfer, use of standardized recipe and recipe conversion, weights and measures, basic menu construction, food composition, nutrition and working methods. Relationship between front and back of the house activities is discussed. Skills and techniques will be developed in the preparation and production of all aspects of breakfast cookery; use of standardized recipes, fruit and vegetable identification, short order cooking, and safety and sanitation. Prepares for entry level skills as a server, breakfast cook, short order cook and bus person. Students will be required to purchase a knife set and five sets of uniforms. Students will earn Presenting Service, ServSafe Certification and CPR Certification as part of their course requirements. 45 hours lecture and 307 hours laboratory.

**CUL-37 - Intermediate Culinary Arts 8 units***Prerequisite: CUL-36.**Limitation on enrollment: Negative TB test/chest x-ray within the last three years.*

Intermediate level of food preparation and cookery focusing on the handling and preparation of stocks, sauces, soups, meats, poultry, fish and shellfish, vegetables, fruits and starches. Also included are food presentation and garnishes, service line set up; planning, preparation, setup and service of catered events; principles, theory and production of baking including yeast products, quick breads, cakes and icings, cookies, pies, pastries, creams, custards, frozen dessert, and sauces. Students will utilize all dry and moist methods of cooking. Receiving, storage, and issuing procedures are practiced; safety and sanitation procedures are applied. 45 hours of lecture and 307 hours laboratory.

**CUL-38 - Advanced Culinary Arts 8 units***Prerequisite: CUL-37.**Limitation on enrollment: Negative TB test/chest x-ray within the last three years.*

This course provides comprehensive and advanced principles of classical, modern, and international food preparation, cooking and food service operations. Students will develop food production and service skills by being exposed to quantity cooking methods, the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving breakfast and lunch. Emphasis will be placed on high standards of quality and efficient preparation, production and food handling of meats, poultry, fish, soups, sauces, sausages and cured food, pates, terrines, and other cold foods. Menu selection and balance, use of recipes and evaluation of food products will be studied. An analysis of the daily operations will focus on consistent or improved performance in a team environment and further development in supervision and restaurant skills. Students will assist in taking responsibility for the management of all parts of the restaurant operation. 45 hours of lecture and 307 hours laboratory.

**CUL-40 - Professional Waitstaff Training .5 unit***Prerequisite: None.*

This course introduces the skills, techniques and knowledge of professional waitstaff service. The course prepares students to provide the finest waitstaff service in the hospitality industry, and is appropriate for those who are considering entering a waitstaff career to those who are experienced waitstaff professionals seeking to improve skills to impeccable levels. The course covers styles of waitstaff service, interaction with guests, the tools used by professional waitstaff, service preparedness and proper table etiquette. 9 hours lecture and 9 hours laboratory. (Materials fee: \$10.)

**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-45 - Cognizant Cuisine: Delicious Decisions for Better Living 1 unit***Prerequisite: None.*

A modern philosophy of food responsibility addressing issues of health, economics, community, environment and ethics through consumption of high quality and delicious foods. Course focus is on philosophies and skills that can be utilized by individuals to procure, prepare, and ingest food in the most enjoyable and responsible ways possible. 18 hours lecture and 12 hours laboratory. (Materials fee: \$60.)

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**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.

**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.*

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.*

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 - 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.*

*Advisory: High competence in performance area.*

Limitation on enrollment: Audition on or before the first class meeting. This course is designed to provide students with an opportunity for intensive preparation, performance and appraisal of choreography for public performance. May be taken a total of three times. 27 hours laboratory. (TBA option) (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. May be taken a total of three times. 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. May be taken a total of three times. 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. May be taken a total of three times. 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. May be taken a total of three times. 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. May be taken a total of three times. 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. May be taken a total of three times. 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. May be taken a total of three times. 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. May be taken a total of three times. 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, D30, and D31 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

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

**DAN-D31 - Hip-Hop Dance, 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. DAN-D20, D30, 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. DAN-D20, D30, 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. (Letter Grade, or Pass/No Pass option.)

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**EARLY CHILDHOOD EDUCATION**
**EAR-19 - Observation and Assessment in Early Childhood Education** **3 units**  
**CSU (C-ID ECE 200)**

*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**  
**UC, CSU (C-ID CDEV 100)**

*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**  
**UC, CSU**

*Prerequisite: None.*

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**  
**CSU (C-ID ECE 130)**

*Prerequisite: None.*

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

**EAR-25 - Teaching in a Diverse Society** **3 units**  
**CSU (C-ID ECE 230)**

*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** **3 units**  
**CSU (C-ID ECE 220)**

*Prerequisite: None.*

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

**EAR-28 - Principles and Practices of Teaching Young Children** **3 units**  
**CSU (C-ID ECE 120)**

*Prerequisite: None.*

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

**EAR-30 - Practicum in Early Childhood Education** **4 units**  
**CSU (C-ID ECE 210)**

*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-37 - School Age Child Care 3 units  
CSU**

*Prerequisite: EAR-20.*

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

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

*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 3 units  
CSU (C-ID CDEV 110)**

*Prerequisite: None.*

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

**EAR-43 - Children with Challenging Behaviors 3 units CSU  
Prerequisite: EAR-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-52 - Parenting: Parents as Teachers** **1 unit***Prerequisite: None.*

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

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

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

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

This course is designed to explore how the concept of childhood in society and children's position has changed. 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-55 - Parenting: Common Problems in Infancy and Childhood** **1 unit***Prerequisite: None.*

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

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

CSU\*

*Prerequisite: None.*

*Advisory: Student should have paid or voluntary employment.* This course is designed to coordinate the student's occupational on-the-job training with related 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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**ECONOMICS****ECO-4 - Introduction to Economics** **3 units**

UC\*, CSU

*Prerequisite: None.*

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

**ECO-5 - Economics of the Environment** **3 units**

UC, CSU

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

Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture.

**ECO-6 - Introduction to Political Economy 3 units**  
**(Same as POL-6)**

UC, CSU

*Prerequisite: None.*

*Advisory: 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 3 units**  
**UC, CSU (C-ID ECON 202)**

*Prerequisite: MAT-52.*

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

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

**ECO-7H - Honors Principles of Macroeconomics 3 units**  
**UC, CSU (C-ID ECON 202)**

*Prerequisite: MAT-52.*

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

Limitation on enrollment: Enrollment in the Honors Program.

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

**ECO-8 - Principles of Microeconomics 3 units**  
**UC, CSU (C-ID ECON 201)**

*Prerequisite: MAT-52.*

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

Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture.

**ECO-8H - Honors Principles of Microeconomics 3 units**  
**UC, CSU (C-ID ECON 201)**

*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. 54 hours lecture.

**ECO-9H – Honors Economics of Poverty and 3 units**  
**Discrimination**

*Prerequisite: None.*

*Advisory: MAT-35 and ENG-50, and eligibility for ENG-1A, ENG-80*

Limitation on Enrollment: Enrollment in the Honors Program.

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 UC, CSU (C-ID EDUC200)***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

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

**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

diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. 54 hours lecture.

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 unit**  
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 90 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ENE-35 - Statics (Engineering Mechanics)** **3 units**  
UC, CSU*Prerequisite: PHY-4A.*

A study of force and equilibrium problems, free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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



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## ENGLISH

Most four-year colleges and universities will require transfer students to have eight units (two semesters) of composition. English 1A or 1H and 1B or 1BH at Riverside Community College District will meet this requirement.

### **ENG-1A - English Composition** **4 units** **UC, CSU (C-ID ENGL 100)**

*Prerequisite: ENG-50 or 80 or qualifying placement level.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will 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** **UC, CSU (C-ID ENGL 100)**

*Prerequisite: ENG-50 or 80 or qualifying placement level.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Emphasizes and develops skills in critical reading and academic writing. Reading and writing assignments include exposition, argumentation, and academic research. Students will 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** **UC, CSU (C-ID ENGL 105 and ENGL 110)**

*Prerequisite: ENG-1A or 1AH.*

Building on the rhetorical skills learned in ENG-1A, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing 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** **UC, CSU (C-ID ENGL 105 and ENGL 110)**

*Prerequisite: ENG-1A or 1AH.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Building on the rhetorical skills learned in ENG-1A or 1AH, students will analyze, interpret, and synthesize diverse texts in order to construct well-supported academic arguments and literary analyses. Composition totaling a minimum of 10,000 words serves to correlate writing and reading activities. Classroom activities integrate with writing 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. (TBA option)

### **ENG-6 - British Literature I: Anglo-Saxon**

**3 units through Eighteenth Century**

**UC, CSU (C-ID ENGL 160)**

*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** **3 units** **through Modernism/Postmodernism**

**UC, CSU (C-ID ENGL 165)**

*Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.*

*Advisory: ENG-1B or 1BH.*

A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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

**UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1B or 1BH and REA-83.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

### **ENG-9 - Introduction to Shakespeare** **3 units** **UC, CSU**

*Prerequisite: None.*

*Advisory: ENG-1B or 1BH.*

A survey of Shakespeare's plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-10 - Special Studies in Literature****3 units CSU***Prerequisite: None.**Advisory: ENG-1B or 1BH.*

Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-11 - Creative Writing****3 units UC, CSU (C-ID ENGL200)***Prerequisite: ENG-1A or 1AH.*

Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-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****3 units****through Civil War****UC, CSU (C-ID ENGL 130)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-15 - American Literature II: 1860 to the Present****3 units****UC, CSU (C-ID ENGL 135)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or 1BH.*

A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction and drama of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-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:****3 units****Intermediate****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 IBH.*

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 IBH 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 IBH.*

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**  
**CSU UC (C-ID ENGL 180)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.*

A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-34 - Literature by Women**      **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: ENG-1B or IBH.*

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 IBH.*

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**      **3 units**  
**Literatures to the Seventeenth Century**  
**UC, CSU (C-ID ENGL 140)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or IBH.*

Significant works of world literature from Ancient literatures to 17th Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-41 - World Literature II: Seventeenth Century**      **3 units**  
**Through the Present**  
**UC, CSU (C-ID ENGL 145)***Prerequisite: ENG-50 or 80 or eligibility for ENG-1A.**Advisory: ENG-1B or IBH.*

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 or qualifying placement level.**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. 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. (Letter Grade 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. (TBA option) (Non-degree credit course. Pass/No Pass only.)

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

Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

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

Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

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

Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course. Pass/No Pass only.)

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

Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter grade, or Pass/No Pass option.)

**ESL-55 - Advanced Writing and Grammar 5 units UC\*, CSU***Prerequisite: Qualifying placement level on a state-approved placement instrument, or successful completion of ESL-54.*

Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (TBA option) (Degree credit course. Letter Grade, or Pass/No Pass option.)

**ESL-65 - American Classroom Culture 1 unit***Prerequisite: None.*

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: Qualification for or enrollment in 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: Completion of 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.*

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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## ETHNIC STUDIES

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

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## FILM STUDIES

### 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 CSU

*Prerequisite: None.*

*Advisory: 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 FilmII: 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**

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

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

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

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

**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) (Letter Grade or Pass/No Pass 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) (Letter Grade or Pass/No Pass 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) (Letter Grade or Pass/No Pass 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. (TBA option) (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. (TBA option) (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. (TBA 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. (TBA option) (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 on-line 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. (Letter Grade or Pass/No Pass option.)

**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 16mm 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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option) (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 professional internships and project studies in the area of television, audio recording, and film production. 108 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option.)

**FTV-53 - Film, Television and Video Laboratory 3 units  
CSU**

*Prerequisite:* FTV-11, 42, 43, 44, 45, or 64.

Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 162 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option.)

**FTV-64A - Beginning Digital Editing Principles and Techniques 3 units  
CSU**

*Prerequisite:* None.

Non-linear 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. (Letter Grade or Pass/No Pass option.)

**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 - Scriptwriting Software Using Final Draft 1 unit  
CSU**

*Prerequisite:* None.

Skill development in the use of scriptwriting software, Final Draft and Final Draft AV for television, film, audiovisual, and stage production. Includes introduction to the structure and key elements of script formats used in television, film, stage, documentary and audiovisual production. 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. (TBA option) (Letter Grade or Pass/No Pass option.)

**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**

*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.)

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**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.)

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**GEOGRAPHY**

- GEG-1 - Physical Geography** **3 units**  
 UC, CSU (C-ID GEOG 110)  
*Prerequisite:* None.  
 The interacting physical processes of air, water, land, and life 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**  
 UC, CSU (C-ID GEOG 110)  
*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** **1 unit**  
 UC, CSU (C-ID GEOG 111)  
*Prerequisite:* None.  
*Corequisite:* Concurrent enrollment in or prior completion of GEG-1 or 1H.  
 Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory.
- GEG-2 - Human Geography** **3 units**  
 UC, CSU (C-ID GEOG 120)  
*Prerequisite:* None.  
 The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture.
- GEG-3 - World Regional Geography** **3 units**  
 UC, CSU (C-ID GEOG 125)  
*Prerequisite:* None.  
 A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political, and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture.

**GEG-4 - Geography of California** **3 units**  
**UC, CSU (C-ID GEOG 140)**

*Prerequisite: None.*

An introduction to California's physical and cultural diversity as well as the issues facing individual regions. The course emphasizes ethnic diversity, human alteration of the landscape, and contemporary social, economic, and environmental issues using maps and other geographic tools. Topics include regions, demographic trends, politics, climate, landforms, natural vegetation, water resources, the cultural landscape, our Native American past, urbanization, agriculture, and the challenges of the future. 54 hours lecture.

**GEG-5 - Weather and Climate** **3 units**  
**(Same as PHS-5)**  
**UC, CSU (C-ID GEOG 130)**

*Prerequisite: None.*

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, 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** **3 units**  
**UC, CSU (CID GEOG 150)**

*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**  
**UC, CSU (CID GEOG 155)**

*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.

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**GEOLOGY**

**GEO-1 - Physical Geology** **3 units**  
**UC, CSU (C-ID GEOL 100) (C-ID GEOL 101=GEO-1 + 1L)**

*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**  
**UC, CSU (C-ID GEOL 100L) (C-ID GEOL 101=GEO-1 + 1L)**

*Prerequisite: None.*

*Corequisite: Concurrent enrollment in or prior completion of GEO-1.*

*Advisory: MAT-35.*

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**  
**UC, CSU (C-ID GEOL 200)**

*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-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 Blawkhawk 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).

**Also see OCEANOGRAPHY**

**GERMAN**

**GER-1 - German 1** **5 units**  
**UC, CSU**

*Prerequisite: None.*

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

**GER-2 - German 2** **5 units**  
**UC, CSU**

*Prerequisite: GER-1.*

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

**GER-3 - German 3** **5 units**  
UC, CSU*Prerequisite: GER-2.*

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

**GER-11 - Culture and Civilization** **3 units**  
UC, CSU*Prerequisite: None.*

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

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**GRAPHICS TECHNOLOGY**See [APPLIED DIGITAL MEDIA AND PRINTING](#)

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**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.

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**HEALTH SCIENCE****HES-1 - Health Science** **3 units**  
UC, CSU*Prerequisite: None.*

This course is a general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, and professional medical care. The scientifically discussed dimensions of wellness include body, mind and spirit. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture.

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**HISTORY**
**HIS-1 - History of World Civilizations I 3 units**  
**UC, CSU (C-ID HIST 150)**

*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 3 units**  
**UC, CSU (C-ID HIST 160)**

*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 20 century and the present. 54 hours lecture.

**HIS-2H - Honors History of World Civilizations II 3 units**  
**UC, CSU (CID HIST 160)**

*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 (C-ID HIST 130) 3 units**  
**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**  
**UC, CSU (C-ID HIST 130)**

*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**  
**UC, CSU (C-ID HIST 140)**

*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**  
**UC, CSU (C-ID HIST 140)**

*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 19<sup>th</sup> 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 UC, CSU** **3 units**

*Prerequisite: None.*

A history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture.

**HIS-28 - Native American History 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-Colombian 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. We 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.*

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.

**HUMANITIES**

**HUM-4 - Arts and Ideas: Ancient World through the Late Medieval Period** **3 units**  
**UC, CSU**

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A.*

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

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

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

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

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

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A.*

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

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

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and qualification for ENG-1A.**Limitation on enrollment: Enrollment in the Honors Program.*

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

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

UC, CSU

*Prerequisite: None.**Advisory: REA-83 and ENG-1B or 1BH.*

A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture.

**HUM-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 1 unit in Humanities**

CSU

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

An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy or religion organized around first-hand observation of relevant works and/or lecture. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources and needs and interests of students and faculty. 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

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**INTERDISCIPLINARY STUDIES**

**ILA-1 - Introduction to Tutor Training I** **1 unit**  
*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

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

**ILA-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**

**ITA-1 - Italian I** **5 units**  
UC\*, CSU

*Prerequisite: None.*

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

**ITA-2 - Italian** **2 5 units**  
UC, CSU

*Prerequisite: ITA-1.*

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

**ITA-3 - Italian 3** **5 units**

UC, CSU

*Prerequisite: ITA-2.*

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

**ITA-11 - Culture and Civilization** **3 units**

UC, CSU

*Prerequisite: None.*

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

**JAPANESE****JPN-1 - Japanese 1** **5 units**

UC\*, CSU

*Prerequisite: None.*

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

**JPN-2 - Japanese 2** **5 units**

UC, CSU

*Prerequisite: JPN-1.*

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

**JPN-3 - Japanese 3** **5 units**

UC, CSU

*Prerequisite: JPN-2.*

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

**JPN-4 - Japanese 4** **5 units**

UC, CSU

*Prerequisite: JPN-3.*

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

**JPN-11 - Culture and Civilization** **3 units**

UC, CSU

*Prerequisite: None.*

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

**JOURNALISM****JOU-1 - Introduction to Journalism** **3 units**

CSU (C-ID JOUR 110)

*Prerequisite: None.*

Advisory: ENG-1A or 1AH.

An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture.

**JOU-2 - Intermediate Reporting/News Writing** **3 units**

CSU (C-ID JOUR 210)

*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** **3 units**

UC, CSU (C-ID JOUR 100)

*Prerequisite: None.*

Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture.

**JOU-12 - Photojournalism** **3 units**  
**(Same as PHO-12)****CSU (C-ID JOUR 160)***Prerequisite: PHO-8 or 20 and 9.*

Introduction to basic photojournalism as a means for communicating visual information in print and digital media. Emphasis on using photos to tell a story. Discussion of the professional, legal, and ethical responsibilities of the photojournalist. Students required to provide 35 mm camera with manual override. Lab material fees assessed on the first day of class. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00)

**JOU-20A - Newspaper: Beginning** **3 units**  
**CSU (C-ID JOUR 130)***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.**Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8.*

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

**JOU-20C - Newspaper: Advanced** **3 units**  
**CSU***Prerequisite: JOU-20B.**Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8.*

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

**JOU-20D - Newspaper: Professional** **3 units**  
**CSU***Prerequisite: JOU-20C.**Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8.*

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

**JOU-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.)

Also see [PHOTOGRAPHY](#)

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**JUSTICE STUDIES**
**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)**
**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-3 - Concepts of Criminal Law 3 units  
(Same as ADJ-3)**
**UC, CSU (C-ID AJ120)**
*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  
(Same as ADJ-4)**
**CSU (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  
(Same as ADJ-5)**
**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.

**JUS-8 - Juvenile Law and Procedures 3 units**
**(Same as ADJ-8)**
**CSU (C-ID AJ 220)**
*Prerequisite: None.*

The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture.

**JUS-9 - Law in American Society 3 units**
**(Same as ADJ-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.

**JUS-12 - Introduction to Criminalistics 3 units**
**(Same as ADJ-12)**
**CSU (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)**  
**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.

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**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 program. Other topics will include injury prevention, nutrition, equipment technology and maintenance. 18 hours lecture and 54 hours laboratory.

**KIN-10 - Introduction to Kinesiology** **3 units**  
**UC, CSU (C-ID KIN 100)**

*Prerequisite: None.*

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health and fitness professions. 54 hours lecture.

**KIN-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.*

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the lower extremity. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-18 - Athletic Training, Spring Sports, Upper Extremity** **2 units**

UC\*, CSU

*Prerequisite: None.*

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the upper extremity. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-19 - Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip** **2 units**

UC\*, CSU

*Prerequisite: None.*

Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the head, neck, spine, torso and hip. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-20 - Athletic Training, Spring Sports, General Medical** **2 units**

UC\*, CSU

*Prerequisite: None.*

Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience practice situations including pre and post practice in the Athletic Training Room. Study will cover various topics related to athletic training including heat illness, unconscious athlete, terminology, tissue response to injury, dietary supplements, pharmaceuticals, nutrition and rehabilitation. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-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. (TBA option)

**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 fieldwork.

**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.*

This course includes the study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture.

**KIN-30 - First Aid and CPR** **3 units**  
UC, CSU (C-ID KIN 101)*Prerequisite: None.*

This course involves the theory and detailed demonstration of first aid of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a National safety council Advanced First Aid Certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR Certificate. A fee of \$20.00 for required certificates will be charged to the student and is not covered by BOGW. 54 hours lecture.

**KIN-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. (TBA option)

**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.*

This course addresses the nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory.

**KIN-42 - Lifeguarding/Title 22 First Aid/ Water Safety Instructor** **4 units**  
UC, CSU*Prerequisite: None.*

*Limitation on enrollment: Retention based on the ability to complete a 300 yard swim utilizing the front crawl and breast stroke and surface dive to retrieve a weight from a 10 foot depth of the pool, demonstrate competence in a 25 yard swim of the elementary backstroke, sidestroke, and butterfly.*

This course is designed to drill the competent swimmer in life saving and water safety techniques, professional first aid and CPR care to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional Rescuer, Title 22 First Aid, Lifeguarding and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. A fee of \$75.65 for required certificates will be charged to the student and is not covered by BOGW.

**KIN-43 - Personal Training** **3 units**  
CSU*Prerequisite: None.*

This course includes experience in applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions and instructional techniques. Professional responsibilities of personal trainers will be covered. This course provides the necessary information to pass the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.). 36 hours lecture and 54 hours laboratory. (TBA option)

**KIN-44 - Yoga Instructor Training** **3 units**  
CSU*Prerequisite: None.**Advisory: Two units of KIN-A47.*

This course covers yoga philosophy and practice. Topics include teaching postures in a safe manner, breathing techniques and how to observe and assist students. This course may be used as partial fulfillment of the requirements to be a Registered Yoga Teacher through the Yoga Alliance. 36 hours lecture and 54 hours laboratory.

**KIN-45 - Group Fitness Instructor** **3 units**  
CSU*Prerequisite: None.*

This course covers fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. This course provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory.

**KIN-47 - Hiking and Backpacking** **2 units**  
UC\*, CSU*Prerequisite: None.*

The purpose of this course is to introduce the student to hiking and backpacking. Topics to be covered include selection of equipment, clothing and food. Safety, first aid, survival and map reading will also be discussed. Participation in weekend field trips will be required. 18 hours lecture and 54 hours laboratory. (TBA option)

**KIN-59 - Athletic Advisement** **1 unit***Prerequisite: None.*

*Limitation on enrollment: Recommended for first year RCCD athletes.*

The course assists student-athletes to transfer successfully to four-year institutions. Emphasis is on CCCAA, NCAA and NAIA rules and regulations; covers financial aid options, recruiting and eligibility rules for athletes; and the development of responsibilities and time management skills unique to student-athletes. 18 hours lecture.

**KIN-200 - Kinesiology Work Experience** **1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related 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.

**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.

**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. 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.

**KIN-A20 - Golf, Beginning** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

Designed to serve as an opportunity for the students to develop fundamental skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students' interest in the game. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory.

**KIN-A21 - Golf, Intermediate** **1 unit**  
**UC\*, CSU**

*Prerequisite: None.*

*Advisory: KIN-A20.*

This course is designed to serve as an opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students' skill level. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory.

**KIN-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 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 unit Conditioning 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 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 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. (Letter Grade, or Pass/No Pass option.)

**KIN-A31C - Advanced Water Aerobics and Deep Water Exercise 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 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 unit UC\*, CSU***Prerequisite: None.*

*Advisory: Course is designed for students with proficient skills in blocking, shifting, punching, striking and kicking and the knowledge of basic katas or for those who have completed KIN-A40.*

This course in intermediate karate is designed for the student wishing to review basic self defense skills and begin work on higher skills, develop intermediate level skills in unarmed self defense, and learn basic skills in kumite (free fighting). KIN-A40, 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-A43 - T'ai-chi Ch'uan, Beginning 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-A54 - Fastpitch Softball Fundamentals** **1 unit**  
UC\*, CSU

*Prerequisite: None.*

This course emphasizes core softball skills and techniques as the basis for advanced level competitive play. The student will be provided the opportunity to develop individual skills, defensive and offensive capabilities, and knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. 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. (TBA option)

**KIN-A54A –FastPitch Softball Fundamentals, Beginning 1 unit**

*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 –FastPitch Softball Fundamentals, Advanced 1 unit**

*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 1 unit**  
UC\*, CSU

*Prerequisite: None.*

The basketball course is designed to introduce the basic skill and leisure time potential of basketball. Emphasis is placed on learning the techniques and strategy of the game of basketball. Improvement in fundamentals, and two and three man situations, as well as five man situations, are stressed. 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-A74 - Hiking and Backpacking Activities 1 unit****UC\*, CSU***Prerequisite: None.**Advisory: KIN-47.*

This course will provide additional experience for students to study hiking and backpacking in a safe and pleasurable environment. Proper permit procedures, respect for the wilderness environment, and enjoyment of the sport will be emphasized. Participation in weekend field trips will be required. 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 CSU 1 unit***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.*

This course is designed to introduce basic fitness concepts as well as basic movement skills and exercises. Students will develop strength, flexibility, endurance, movement memory, balance, coordination, and cardiovascular fitness. 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-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 Physical Education A87, this course will broaden their aerobic experience using advanced step combinations and various class formats such as circuit training and interval step. The students will be exposed to challenging choreography, which will improve their balance, coordination, and memory skills. Using the FIT principle of Frequency, Intensity, and Time, students will improve their cardiovascular fitness and aerobic endurance by increasing the intensity of the movements and the length of the aerobic segment. 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***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. 54 hours laboratory. (Letter grade, Pass/No pass option)

**KIN-A90B – Weight Training – Intermediate** **1 unit***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. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-A90C – Weight Training –** **1 unit***Advanced 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. 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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA 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. (TBA option) (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. (TBA option) (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. (TBA option) (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. 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. (TBA 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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA 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. (TBA 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** **3 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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V33 - Track and Field Techniques:** **1 unit**  
**Running Event Techniques**  
**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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V34 - Track and Field Techniques:** **1 unit**  
**Field Event Techniques**  
**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. (TBA option) (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. (TBA option) (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. (TBA option) (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. (TBA 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. (TBA 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. (TBA option) (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. (TBA option) (Letter Grade, or Pass/No Pass option.)

**KIN-V70 - Water Polo Techniques** **3 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. (TBA option) (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 within each activity area. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

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

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**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

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### 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.)

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### 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.)

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### 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.)

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### MANAGEMENT

**MAG-44 - Principles of Management 3 units CSU**

*Prerequisite: None.*

For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also social responsibility and a global perspective are emphasized. 54 hours lecture.

**MAG-46 - Contemporary Quality Systems 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 3 units (Same as BUS-47) CSU**

*Prerequisite: None.*

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

**MAG-51 - Elements of Supervision 3 units**

*Prerequisite: None.*

Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management- employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-52 - Employee Training and Development 3 units**

*Prerequisite: None.*

This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture.

**MAG-53 - Human Relations 3 units**

*Prerequisite: None.*

A practical application of basic psychology in building better employer/employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-54 - Employee Labor Relations**

**3 units** *Prerequisite: None.*

This course provides a framework for studying labor relations, the objective of employee relationships, industrial relations, right of labor and management, labor law, bargaining, unions, employment contracts, grievances, developing effective new processes, history of labor relations and ethics. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-56 – 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 (Same as BUS-71) 3 units**

*Prerequisite: None.*

*Advisory: MAG-44 and 70.*

An introduction to the techniques used to determine, analyze and improve the systems of creating wealth by supplying quality goods and services to consumers. Includes selecting technologies, managing facilities and people, and integrating cross-functional departments into effective work units. 54 hours lecture.

**MAG-72 - Introduction to Quantitative Methods for Business (Same as BUS-72) 3 units**

*Prerequisite: None.*

*Advisory: BUS-20 and MAG-70.*

An introduction to the techniques used to analyze business decisions using facts and data. An application of statistical techniques for non-mathematicians for making effective business decisions. 54 hour 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****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.*

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 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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**MATHEMATICS**
**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 MATH230)**

*Prerequisite: MAT-1B.*

Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-2 - Differential Equations 4 units**

**UC, CSU (C-ID MATH240)**

*Prerequisite: MAT-1B.*

This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-3 - Linear Algebra 3 units**

**UC, CSU (C-ID MATH250)**

*Prerequisite: MAT-1B.*

This course examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformation and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-4 - Finite Mathematics 3 units**

**UC, CSU (C-ID MATH130)**

*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.)

**MAT-5 - Calculus for Business and Life Science 4 units**

**UC\*, CSU (C-ID MATH140)**

*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.)

**MAT-6 - Discrete Mathematics for Computer Science 3 units**

**(Same as CSC-6)**

**UC, CSU**

*Prerequisite: MAT-10.*

*Advisory: CIS/CSC-5.*

Fundamental topics for Computer Science, such as logic, proof techniques, sets, basic counting rules, relations, functions and recursion, graphs and trees. 54 hours lecture.

**MAT-10 - Precalculus 4 units**

**UC\*, CSU (C-ID MATH155)**

*Prerequisite: MAT-36 or qualifying placement level.*

Preparation for calculus: polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions, and their graphs; analytic geometry, polar coordinates, sequences, and series. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-11 - College Algebra 4 units**

**UC\*, CSU (C-ID MATH155)**

*Prerequisite: MAT-35 or qualifying placement level.*

This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course include polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12 - Statistics 4 units****UC, CSU (C-ID SOCI 125)(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.)

**MAT-12H - Honors Statistics 4 units****UC, CSU (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.)

**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 3 units**  
**UC, CSU (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.)

**MAT-35 - Intermediate Algebra 5 units***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))

**MAT-36 - Trigonometry 4 units**  
**CSU (C-ID MATH 851)***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. Letter Grade, or Pass/No Pass option.)

**MAT-52 - Elementary Algebra 4 units***Prerequisite: MAT-64 (formerly MAT-50), 65, 90F or qualifying placement level.*

Examines real numbers and variables as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing and word problem applications will also be included. 72 hours lecture. (Non-degree credit course. Letter Grade, or Pass/No Pass option.)

**MAT-53 - College Geometry 3 units***Prerequisite: MAT-52 or qualifying placement level.*

A course covering the study of 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 - 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. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90E - Special Topics in Pre-Algebra: Real Numbers and an Introduction to Algebra 1 unit***Prerequisite: MAT-90D.*

A course covering the four basic mathematical operations as they apply to real numbers and an introduction to algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-90F - Special Topics in Pre-Algebra: Algebraic Expressions and Equations 1 unit***Prerequisite: MAT-90E.*

A course covering the addition, subtraction, multiplication, and factoring of polynomials as well as simplification of basic algebraic expressions. Emphasis is placed on applications to real world problems. 18 hours lecture. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**MAT-98 - Academic Excellence Seminar .5 unit***Prerequisite: None.**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****MIC-1 - Microbiology 4 units**  
UC, CSU*Prerequisite: CHE-2A or 3 and one of the following: AMY-2A, BIO-1, 1H, or 1I.*

General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory.

**MILITARY SCIENCE**

The Army Reserve Officers Training Corps (AROTC) makes available the first two years of its program to qualified Riverside Community College District students through the Claremont Colleges, with classes taught at Claremont, California State University at San Bernardino, and/or at Riverside Community College District. Credit towards an A.A. degree will be granted by RCCD for these courses. There are no charges to the students for these first two years. Students will have the opportunity to compete for Army scholarships. Information on the Army ROTC program is available from the Claremont Colleges: (909) 624-7965.

**MIL-1 - Military History of the United States to 1900 3 units****(Same as HIS-11)**

UC, CSU

*Prerequisite: None.*

An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

**MIL-2 - Military History of the United States since 1900 3 units**  
**(Same as HIS-12)**

UC, CSU

*Prerequisite: None.*

An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth century, with emphasis upon two world wars. The roles of leadership and technology and their impact upon the art of war will also be discussed. 54 hours lecture.

**MUSIC****MUS-1 - Teaching Music to Young Children 3 units**  
CSU*Prerequisite: None.*

Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3 - 8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture.

**MUS-3 - Fundamentals of Music 4 units**  
UC, CSU (C-ID MUS 110 MUS 120 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** **4 units**  
**UC, CSU (C-ID MUS 150) (C-ID MUS 155)**

*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** **3 units**  
**UC, CSU (C-ID MUS 160)**

*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. (TBA option)

**MUS-19 - Music Appreciation** **3 units**  
**UC, CSU (C-ID MUS 100)**

*Prerequisite: None.*

A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 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 3 units  
After 1820**

**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**

**UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

*Limitation on enrollment: Previous instrumental experience. Audition on or before the first class meeting.*

A course in developing individual skills through ensemble performance. Music selections will contribute to the development of the student's performance skills. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**MUS-28 - Riverside Community Symphony 2 units**

**UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

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

This course is for the study, rehearsal, and public performance of 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**

**UC, CSU (C-ID MUS 180)**

*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. 54 hours laboratory.

**MUS-31 - College Choir** **1 unit**  
**UC, CSU (C-ID MUS 180)**

*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. (TBA option)

**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. (TBA option)

**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. (TBA option)

**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. (TBA option)

**MUS-33 - Vocal Jazz Ensemble** **2 units**  
**UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

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

This course is for the study, rehearsal, and public performance of 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** **1 unit**  
**UC, CSU (C-ID MUS 180)**

*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** **1 unit**  
**UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

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

This course is for the study, rehearsal, and public performance of baroque and classical vocal literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (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** **2 units**  
**UC, CSU (C-ID MUS 160)**

*Prerequisite: None.*

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

Vocal or instrumental instruction for students who are proficient performers 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. (TBA option)

**MUS-39 - Applied Music I** **3 units**  
**UC, CSU (C-ID MUS 160)**

*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. (TBA option)

**MUS-40 - Class Percussion** **1 unit**  
**UC, CSU**

*Prerequisite: None.*

Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. 54 hours laboratory.

**MUS-41 - Chamber Singers** **2 units**  
**UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

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

This course is for the study, rehearsal, and public performance of 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** **2 units**  
**UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

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

This course is for the study, rehearsal, and public performance of 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.

**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.

**MUS-44 - Jazz Ensemble** **2 units**  
**UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

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

This course is for the study, rehearsal, and public performance of 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

**MUS-48 - Marching Band 3 units**

UC, CSU (C-ID MUS180)

*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**

UC, CSU (C-ID MUS180)

*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**

UC, CSU (C-ID MUS180)

*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. (TBA option)

**MUS-54 - Community Jazz Ensemble .5 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Previous experience in performance of jazz literature and audition on or before the first class meeting.*

Study and performance of standard jazz ensemble literature. Appearances at college and community functions are made each semester. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

**MUS-55 - Community Concert Band** **1 unit**  
**UC, CSU (C-ID MUS180)**

*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 - Summer Concert Band** **.5 unit**  
**UC, CSU**

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. Ability to sightread and perform music on either a wind or percussion instrument.*

Study and performance of standard concert band literature. Appearances at college and community functions may be made. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

**MUS-57 - Gospel Singers** **1 unit**  
**UC, CSU (C-ID MUS180)**

*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** **1 unit**  
**UC, CSU (C-ID MUS180)**

*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**  
**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**  
**CSU**

*Prerequisite: None.*

*Limitation on enrollment: Basic skills on a band instrument.*

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. 108 162 hours laboratory. (TBA option)

**MUS-67 - Community Chamber Ensemble 1 unit  
UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

*Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.*

A course in developing advanced individual skills through ensemble performance. The ensemble will perform a limited number of concerts throughout the semester. Subsequent enrollment in additional semesters will provide the student an opportunity for additional advanced skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**MUS-68 - Community Symphony 2 units  
UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. Previous experience in the performance of orchestral literature at the college level.*

A course that rehearses and performs advanced symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-69 - FestivalChoir 1 unit  
UC, CSU (C-ID MUS 180)**

*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  
UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

*Limitation on enrollment: Previous experience with classical guitar and 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 - CollegeChorus 1 unit  
UC, CSU (C-ID MUS 180)**

*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  
UC, CSU (C-ID MUS 180)**

*Prerequisite: None.*

*Advisory: Concurrent enrollment in MUS-29, 41, 51, 69 or 81.*

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

An advanced vocal jazz ensemble of singers dedicated to the further study and performance in jazz styles arranged for vocal jazz ensemble. Appearances at public and private functions will be made throughout the year. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-74 - Jazz Proficiency 1 unit**

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 1 unit**

UC, CSU (C-ID MUS 180)

*Prerequisite: None.*

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

This course is for advanced students who need more work on small group literature. There is opportunity for public performance and solo recital concerts. Subsequent enrollment will provide the student an opportunity for additional competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-76 - Advanced Instrumental Ensembles 1.5 units**

UC, CSU

*Prerequisite: None.*

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

Performance of music literature at an advanced level for small instrumental ensembles. Public performance in concert or recital situations. May be taken a total of four times. 81 hours laboratory. (TBA option)

**MUS-77 - Guitar Ensemble 2 units**

UC, CSU (C-ID MUS 180)

*Prerequisite: None.*

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

This course is for the study, rehearsal, and public performance of 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 2 units**

UC, CSU (CID MUS 160)

*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****3 units**

UC, CSU (C-ID MUS 160)

*Prerequisite: None.**Corequisite: Enrollment in a two-unit performance class.*

*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. 162 hours laboratory. (TBA option)

**MUS-80 - Master Singers****1 unit**

UC, CSU (C-ID MUS 180)

*Prerequisite: None.*

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

A course for college and community singers to perform advanced choral music with orchestra. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-81 - Consort Singers****2 units**

UC, CSU

*Prerequisite: None.**Advisory: Concurrent enrollment in MUS-29, 33, 51, 69 or 73.*

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

An advanced select vocal group dedicated to the study, rehearsal and public performance of complex smaller choral repertoire from the Middle Ages to the 20th century. Activities include concerts, festivals, and radio and TV broadcasts, and concert tours. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-82 - Wind Symphony****2 units**

UC, CSU (C-ID MUS 180)

*Prerequisite: None.*

*Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*

Study and performance of literature written for the contemporary wind symphony as it pertains to standard performance practice. Public concerts on campus and in the community each semester. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-83 - Advanced Chamber Choir****1 unit**

UC, CSU (C-ID MUS 180)

*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.*  
*Advisory: Concurrent enrollment in MUS-42 or 82.*  
*Limitation on enrollment: Previous experience in performance literature. Audition on or before the first class meeting.*  
 Study and performance of literature written for the contemporary Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-85 - Summer Chamber Ensembles** **1 unit**  
 UC, CSU (C-ID MUS 180)  
*Prerequisite: None.*  
*Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*  
 Performance and rehearsal of standard music literature for the small instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-86 - Summer Instrumental Ensembles** **1 unit**  
 UC, CSU (C-ID MUS 180)  
*Prerequisite: None.*  
*Limitation on enrollment: Previous experience in performance of instrumental music and audition on or before the first class meeting.*  
 Performance and rehearsal of standard music literature for the large instrument ensemble. Public performance is required. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-87 - Applied Music Training** **1 unit**  
 UC, CSU (C-ID MUS 160)  
*Prerequisite: None.*  
*Limitation on enrollment: Audition on or before the first class meeting.*  
 Vocal or instrumental instruction for students who are proficient performers 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-88 - Pageantry Ensemble** **2 units**  
 UC, CSU  
*Prerequisite: None.*  
*Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting.*  
 Advanced skill development in playing and marching as part of the Marching Band program. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory. (TBA option)

**MUS-89 - Music of Multicultural America** **3 units**  
 UC, CSU  
*Prerequisite: None.*  
 A comparative and integrative study of the multicultural musical styles of the United States. Includes the music of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans from their historical roots to the present. Analysis of musical traditions from a technical and cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings and computer-assisted instruction. 54 hours lecture.

**MUS-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.*  
 Study of contracts, trademarks and copyrights, and marketing; including the roles of personal managers, business managers, attorneys and agents. Overview of songwriting, publishing, recordings and royalties. Basics of touring, merchandising and local arrangements. 54 hours lecture.

**MUS-94 - Community Jazz Orchestra** **.5 unit**  
 UC, CSU  
*Prerequisite: None.*  
*Limitation on enrollment: Audition by instructor and previous experience in performance literature.*  
 Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 27 hours laboratory. (TBA option)

**MUS-95 - Community Symphony Band UC, CSU (C-ID MUS 180)** **1 unit**

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. The ability to sightread and perform music on either a wind, percussion, string or keyboard instrument.*

Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory. (TBA option)

**MUS-97 - Pep Band** **1 unit**

*Prerequisite: None.*

UC, CSU

*Limitation on Enrollment: Audition on or before the first class meeting.*

This course is for the study, rehearsal, and performance of pep band 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 CSU\*** **1-2-3-4 units**

*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 UC, CSU (C-ID MUS 160)** **3 units**

*Prerequisite: None.*

*Corequisite: MUS-P36 or a two unit performance class.*

*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 UC, CSU** **1 unit**

*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 UC, CSU (C-ID MUS 180)** **2 units**

*Prerequisite: None.*

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

A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 18 hours lecture and 54 hours laboratory. (TBA option)

**MUS-P36 - Piano Ensemble UC, CSU (C-ID MUS 180)** **1 unit**

*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 UC, CSU (C-ID MUS 180)** **1 unit**

*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-P77 - Advanced Guitar Ensemble UC, CSU** **2 units**

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting. Student must successfully complete MUS-77 four times.*

An ensemble dedicated to the study, rehearsal and performance of advanced literature written or transcribed for classical guitar ensemble. Subsequent enrollment will provide the student an opportunity to gain additional skill and competency within the subject matter. May be taken a total of four times. 108 hours of laboratory. (TBA option)

**MUS-P84 - Jazz Lab Orchestra** **1 unit**  
**UC, CSU (C-ID MUS 180)**

*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**

Two curricula are offered in nursing: The Associate Degree Nursing (ADN) Program leading to licensure as an RN and the Vocational Nursing Program leading to licensure as an LVN. The ADN Program is approved by the California Board of Registered Nursing (BRN) and accredited by the Accreditation Commission for Education in Nursing (ACEN). An additional program option is a one-year LVN to ADN course of student. The Vocational Nursing Program is approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). 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); or ACEN, 3343 Peachtree Rd. N.E., Suite 850, Atlanta, GA. 30326; Website: [www.acenursing.org](http://www.acenursing.org).

**Citizenship and Immigration Status Verification Required for VN/RN Licensure**

The Federal Personal Responsibility and Work Opportunity Reconciliation Act requires government agencies to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. “Public benefit” has been interpreted to include a license issued by a state. This means that all applicants for licensure as vocational/registered nurses will be required to submit verification of citizenship or legal residence status in the United States. A license will not be issued until legal status in the United States has been confirmed by the Immigration and Naturalization Service.

**DISCLOSURE OF SOCIAL SECURITY NUMBER**

Disclosure of one’s social security number is mandatory for licensure by the BRN and BVNPT in accordance with Section 30 of the Business and Professions Code of Public Law 94-455 (42 USCA 405 (c) (2) (C)).

**FINGERPRINT REQUIREMENT**

One requirement to qualify for the licensing examination is the submission of Live Scan fingerprints. These are evaluated by the California Department of Justice and FBI.

**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 or the Nursing Educational Advisor in the School of Nursing, the RCC Counseling Department, 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 first semester of the ADN Program will be selected based on a multicriteria point system. RCC School of Nursing ADN (RN) program will be changing its enrollment criteria effective Fall 2017. The new enrollment process will still follow the legislation-allowed multicriteria that has been used for several years with changes in the point distribution for some categories. Students will be given credit for baccalaureate degrees only; 5 points additional for being a Veteran; up to 10 points for recent work or volunteer experience as an LVN, CNA, Paramedic, Respiratory Therapist, documented medical military experience, or clinical care extender experience and/or specified courses such as NXN-84, or NRN-93. The highest amount of points will continue to be awarded for GPA and score on the ATI TEAS. Students currently in process with pre-requisite coursework are encouraged to achieve the best grades possible in each class, as well as prepare to take the TEAS. Any questions about the upcoming process should be directed to the Nursing Enrollment and Evaluations Specialist or the Nursing Educational Advisor.

Currently, applicants are selected for the LVN-to-RN Advanced Placement (AP) program based on the following: first priority AP applicants have completed all prerequisites with a minimum 2.3 GPA, completed general education coursework with a 2.0 GPA, passed Nursing 18, satisfactorily passed the Clinical Competency Assessment, and passed the AP/HESI test. AP applicants who have not met all of these criteria, or submit any documents late will be lower priority. First priority applicants will be put into random selection for the available spaces. Effective Fall 2017, the enrollment process for AP students will be changing to a multicriteria point system, very similar to what has been used in the traditional ADN program for several years. AP students will be given credit for baccalaureate degrees only; 5 points additional for being a Veteran; up to 10 points for recent work or volunteer experience as an LVN, CNA, Paramedic, Respiratory Therapist, documented medical military experience, or clinical care extender experience and/or specified courses such as NXN-78, NXN-84, or NRN-93. The highest amount of points will be awarded for GPA and score on the HESI/AP exam. Additionally, a Clinical Competency Assessment will be required. Students currently in process with pre-requisite coursework are encouraged to achieve the best grades possible in each class, as well as prepare to take the HESI/AP exam and Clinical Competency Assessment. Any questions about the upcoming process should be directed to the Nursing Enrollment and Evaluations Specialist or the Nursing Educational Advisor.

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 AMY-2A, 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 1 (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 Chem-2A or Chem-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.

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 2A (4 units)
    - b. Anatomy and Physiology 2B (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 1 (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 School of Nursing.

**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
___ <i>English Composition</i> : English 1A/1AH	4
___ <i>American Institutions</i> : (History 6/6H, 7/7H, 8, 9, 15, 26, 28, 29, 30, 31, 34, 53; Political Science 1/1H or 5)	3
___ <i>Social and Behavioral Sciences</i> : (Sociology 1/1H or Anthropology 2)	3
___ <i>Communications and Analytical Thinking</i> : (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
___ <i>Humanities</i> : (see RCCD catalog)	3
___ <i>Competency</i> : In order to graduate, students must demonstrate competence in mathematics, reading and English (see graduation requirements section of the catalog).	<b>(19)</b>

**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:

- a. Official up-to-date (within 90 days) transcript for the nursing program from which they are transferring.
- b. Course outlines and syllabi from completed nursing courses.
- c. Completion of Recommendation Form. Form can be obtained from the Nursing Enrollment and Evaluation Specialist.
- d. 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 HEALTHCARE 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 2<sup>nd</sup> 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 Educational Advisor.

### 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.

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## 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/)

### 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: AMY-2A, AMY-2B, MIC-1 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: Enrollment in the Associate Degree Nursing Program.*

This course focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating professional, legal, and ethical responsibilities of the nurse. The course addresses health promotion across the lifespan; introduces critical thinking applied to nursing; the nursing process; communication techniques used when interacting with patients and members of the interprofessional team; evidence-based nursing practice; and nursing informatics. Application of knowledge and skills occurs in the nursing skills lab, simulator lab, and a variety of clinical settings. 90 lecture hours and 243 laboratory hours. (Letter Grade only.)

**NRN-11A - Nursing Learning Laboratory .5 unit  
CSU**

*Prerequisite: AMY-2A, AMY-2B, MIC-1 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  
CSU**

*Prerequisite: AMY-2A, AMY-2B, MIC-1 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: AMY-2A, AMY-2B, MIC-1 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 8 units  
Child Specialty**

**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. Additional 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 care. Provides instructional guidance to assist students in refining newly acquired skills and develop the competency level expected of novice nursing students. Various multimedia and computer-assisted instructional materials which support the student learning outcomes will be assigned. Additional 108 hours of laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NRN-13 - Acute and Chronic Illness CSU 2.5 units***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 variety of 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 RCC Associate Degree Nursing Program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists 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 CSU 9 units***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.*

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. 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. (Pass/No Pass only.)

**NRN-200 - Nursing Work Experience 1-2-3-4 units  
CSU\***

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational-on-the-job training with related 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 10, and Psychology 9. New classes are admitted every fall. The program is 51 semester units. Information on Vocational Nursing Program admission/selection policies and procedures may be obtained by contacting the School of Nursing, (951) 222-8405 or by viewing the website.

**MINIMUM REQUIREMENTS FOR ELIGIBILITY**

NOTE: Meeting minimum criteria for the program does not guarantee admission to the program.

1. The following must be met prior to the application deadlines. Please check with the Counseling Department to verify official high school and college transcripts are on file. Admission to Riverside Community College District must also be completed.
  - a. 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.

- b. A cumulative grade point average of at least a 2.0 ("C") in all college course work attempted.
  - c. 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 10. Note: No waiting list is maintained. Therefore a new application is necessary each year.
2. The following must be met in order to be considered for acceptance to the program.
    - a. Anatomy and Physiology 10 or Anatomy 2A and 2B or equivalent.
    - b. Nursing 55 or Nursing 55A and B
    - c. Psychology 9
    - d. 100% on Nursing Program Arithmetic Proficiency Exam.
    - e. Be at least 17 years of age (Section 2866a, VN Practice Act).
    - f. Possess a current CNA Certificate.

Students must complete a combined series of Anatomy and Physiology at one institution.
  3. 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)**

1. Uniform: \$250.
  2. Books and supplies: \$1,700.
  3. Supply bags: \$170.
  4. 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.
  5. Per Semester: Health Services, Student Services, Parking, and Enrollment fees, see current schedule of classes for the per semester fees.
  6. 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.
  7. 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.
  - 8.\* Background check and drug screen must be clear prior to participation in clinical courses. Fee: approximately \$160.
  9. 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, 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: AMY-2A and 2B, or 10, and NVN-55 and PSY-9.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

Focus on provider of care role of the vocational nurse in assisting clients in the adult life cycle stages to meet essential activities of daily living. A beginning knowledge of specialized nursing techniques with an understanding of the principles, rationales, and procedures for each. Beginning application of the nursing process to clients who require nursing intervention to meet basic human needs. The course includes selected experience in the observation and care of adults in a variety of settings, applying nursing knowledge from all foundation courses. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of clinical/laboratory.

**NVN-52A - Nursing Learning Laboratory .5 unit**

*Prerequisite: None.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 27 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-52B - Nursing Learning Laboratory 1 unit**

*Prerequisite: None.*

*Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 54 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-52C - Nursing Learning Laboratory 2 units***Prerequisite: None.**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing Program.*

An on-campus activity laboratory designed for self-pace practice/remediation and mastery of nursing skills necessary for providing safe patient care throughout the program. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of foundational vocational nursing students. Various multimedia and computer assisted instructional materials which support the semester learning outcomes will be assigned. 108 hours laboratory. (TBA option) (Non-degree credit course. Pass/No Pass only.)

**NVN-55A - Vocational Nursing Practice and Nutrition Across the Lifespan 3 units***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: AMY-10 or AMY-2A and AMY-2B.*

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: NVN-55, AMY-10 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 conceptual framework. 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- 1 unit Role Transition***Prerequisite: NVN-62 and 63.*

Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and member of the discipline of nursing roles of the licensed vocational nurse. The dynamics of group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health/illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. In-depth review of the Vocational Nurse Practice Act and legal and ethical issues in vocational nursing practice. 18 hours lecture.

**NVN-71 - Advanced Concepts of Vocational Nursing-Medical/Surgical 7.5 units***Prerequisite: NVN-62 and 63.*

Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages with common health/illness problems/needs. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem, including responsibilities and life saving measures in emergency situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs and 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.

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**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..

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**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.**Corequisite: Concurrent enrollment in or prior completion of OCE-1.**Advisory: MAT-35.*

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.

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**OFFICE ADMINISTRATION**See [COMPUTER APPLICATIONS AND OFFICE TECHNOLOGY](#)

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**PARALEGAL STUDIES****PAL-10 - Introduction to Paralegal Studies 3 units CSU***Prerequisite: None.*

An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture.

**PAL-14 - Legal Ethics 3 units CSU***Prerequisite: None.*

Rules, regulations and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture.

**PAL-64 - Legal Research and Computer Applications 3 units CSU***Prerequisite: None.*

Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principle law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture.

**PAL-68 - Civil Litigation and Procedures I 3 units CSU***Prerequisite: None.*

The first of two courses designed to introduce the student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture.

**PAL-70 - Law Office Policies, Procedures and Ethics 1.5 units CSU***Prerequisite: None.*

Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture.

**PAL-71 - Legal Terminology 1.5 units CSU***Prerequisite: None.*

Introduction to legal words, definitions, synonyms, pronunciation and usage. To prepare for the use of legal terms in legal writing, memoranda of law, legal documents and briefs as well as verbal communication with judges, lawyers, paralegals and legal assistants in the legal profession. 27 hours lecture.

**PAL-72 - Legal Analysis and Writing** **3 units**  
CSU*Prerequisite: PAL-10, 68 or BUS-18A.*

The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture.

**PAL-78 - Civil Litigation and Procedures II** **3 units**  
CSU*Prerequisite: PAL-68.*

Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures and alternative methods of dispute resolution are emphasized. 54 hours lecture.

**PAL-80 - Internship Project** **1.5 units**  
CSU*Prerequisite: PAL-64.*

An application course designed to enhance practical research and writing skills including activities in law library and techniques of acquiring permanent employment in law-related environment. A written report will be required to contrast application with theory. 27 hours lecture.

**PAL-81 - Bankruptcy Law and Procedures** **3 units**  
CSU*Prerequisite: None.*

Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture.

**PAL-83 - Estate Planning and Probate Procedures** **3 units**  
CSU*Prerequisite: None.*

Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture.

**PAL-85 - Family Law and Procedures** **3 units**  
CSU*Prerequisite: None.*

Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings and the rights of married and unmarried parties under community and separate property laws and cohabitation cases in California. 54 hours lecture.

**PAL-87 - Trial Practice Preparation and Procedures** **3 units**  
CSU*Prerequisite: None.*

Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture.

**PAL-200 - Paralegal Studies Work Experience** **1-2-3-4 units**  
CSU\**Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related 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****PHI-10 - Introduction to Philosophy** **3 units**  
UC, CSU (C-ID PHIL 100)*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**  
UC, CSU (C-ID PHIL 100)*Prerequisite: None.**Limitation on enrollment: Enrollment in the Honors Program.*

A survey and exploration of significant questions in the Western philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. The honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills—analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.

**PHI-11 - Critical Thinking** **3 units**  
UC, CSU

*Prerequisite: None.*

*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** **3 units**  
UC, CSU (C-ID PHIL 120)

*Prerequisite: None.*

Contemporary problems in ethics. An examination of the moral problems of today in light of ethical theory. Problems examined may include abortion, euthanasia, the death penalty, affirmative action, war, racism, sexism, and others. 54 hours lecture.

**PHI-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: ENG-50 or ENG-80, 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** **3 units**  
(Same as MAT-32)  
UC, CSU (C-ID PHIL 210)

*Prerequisite: None.*

*Limitation on enrollment: May not be taken if credit for MAT-32 has been granted.*

Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture.

**PHI-33 - Introduction to Social and Political 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** **3 units**  
(Same as HUM-35)  
UC, CSU

*Prerequisite: None.*

*Advisory: PHI-10 or 10H, or 11 and REA-83 and qualification for ENG-1A.*

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

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**PHOTOGRAPHY**
**PHO-8 - Introduction to Photography** **3 units**  
**UC, CSU**

*Prerequisite: None.*

Theory and practice in the basic techniques of producing black and white photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Acquire competency in the use of photo materials and processes associated with basic darkroom procedures. Students are expected to supply their own 35 mm cameras with aperture and shutter controls, film and enlarging paper for printing. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.)

**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 applies.

**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 applies.

**PHO-12 - Photojournalism** **3 units**  
**(Same as JOU-12)**  
**CSU (C-ID JOUR 160)**

*Prerequisite: PHO-8 or 20 and 9.*

Introduction to photojournalism and the photojournalistic 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 applies.

**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 applies.

**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. (Materials fee: \$15.)

**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****PHS-1 - Introduction to Physical Science 3 units**  
UC\*, CSU*Prerequisite: None.*

Fundamental concepts of earth, space and environmental science (geology, oceanography, meteorology, and astronomy) and principles of physics and chemistry especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture.

**PHS-5 - Weather and Climate 3 units**  
(Same as GEG-5)

UC, CSU (C-ID GEOG 130)

*Prerequisite: None.*

The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, winds air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. 54 hours lecture.

**PHYSICS****PHY-2A - General Physics I 4 units**  
UC\*, CSU (C-ID PHYS 100S = PHY-2A + PHY-2B) (C-ID 105)*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**  
UC\*, CSU (C-ID PHYS 100S = PHY-2A + PHY-2B)*Prerequisite: PHY-2A.*

Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss' Law, current, Ohm's Law, capacitance and inductance, Faraday's Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory.

**PHY-4A - Mechanics** **4 units**

UC\*, CSU (C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D) (C-ID PHYS 205)

*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**

UC\*, CSU (C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D) (C-ID PHYS 210)

*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**

UC\*, CSU (C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D)

*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**

UC, CSU (C-ID PHYS 200S=PHY-4A+PHY-4B+PHY-4C+PHY-4D)

*Prerequisite:* PHY-4A.

The study of special relativity theory, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories the 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 Lab** **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**

UC, CSU (C-ID POLS 110)

*Prerequisite:* None.

*Advisory:* REA-83 and qualification for ENG-1A.

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-1H - Honors American Politics** **3 units**

UC, CSU (C-ID POLS 110)

*Prerequisite:* None.

*Advisory:* REA-83 and qualification for ENG-1A.

*Limitation on enrollment:* Enrollment in the Honors Program.

This course addresses the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture.

**POL-2 - Comparative Politics** **3 units**

UC, CSU (C-ID POLS 130)

*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**

UC, CSU (C-ID POLS 130)

*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.

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**PHYSIOLOGY AND ANATOMY**  
See [ANATOMY AND PHYSIOLOGY](#)

**POL-3 - Introduction to Politics** **3 units**  
**UC, CSU (C-ID POLS 150)**

*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**  
**UC, CSU (C-ID POLS 140)**

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A.*

A study of the theories, paradigms and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture.

**POL-4H - Honors Introduction to World Politics** **3 units**  
**UC, CSU (C-ID POLS 140)**

*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. Sections may be taken in any sequence.*

*Advisory: Qualification for ENG-1A.*

Current political issues are designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture.

**POL-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** **3 units**  
**UC, CSU (C-ID POLS 120)**

*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.

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**PORTUGUESE****POR-1 - Portuguese 1 5 units UC\*, CSU***Prerequisite: None.*

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

**POR-2 - Portuguese 2 5 units UC, CSU***Prerequisite: POR-1.*

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

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**PSYCHOLOGY****PSY-1 - General Psychology 3 units UC, CSU (C-ID PSY 110)***Prerequisite: None.*

Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture.

**PSY-1H - Honors General Psychology 3 units CSU (C-ID PSY 110)***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 UC, CSU (C-ID PSY 150)***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 UC, CSU (C-ID PSY 170)***Prerequisite: None.*

This course examines individual human behavior in relation to the social environment. It includes emphasized topics; such as, aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. 54 hours lecture.

**PSY-9 - Developmental Psychology 3 units UC, CSU (C-ID PSY 180)***Prerequisite: None.*

This course examines the biological, social and environmental variable of human life-span development in the physical, cognitive, and psychosocial domains. Theory, research, and application of life span relevant material in psychology are presented. 54 hours lecture.

**PSY-33 - Theories of Personality 3 units UC, CSU***Prerequisite: None.*

This course examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific merits of their assumptions and propositions. 54 hours lecture.

**PSY-35 - Abnormal Psychology 3 units****UC, CSU (C-ID PSY 120)***Prerequisite: None.*

Survey of historical and contemporary approaches to diagnosing, understanding and treating major forms of psychological disorder including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture.

**PSY-48 Statistics for the Behavioral Sciences 3 units****(Same as SOC-48)****UC, CSU***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****UC, CSU (C-ID PSY 205B)***Prerequisite: PSY-1 or 1H 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.

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**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.)

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**REAL ESTATE****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 CSU 3 units***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 CSU 3 units***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 CSU 3 units***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 CSU 3 units***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 CSU 3 units***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 CSU\* 1-2-3-4 units***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.)

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**RUSSIAN****RUS-1 - Russian 1 UC\*, CSU 5 units***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 UC, CSU 5 units***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 UC, CSU 5 units***Prerequisite: RUS- 2.*

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

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

*Prerequisite: None.*

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

**SOCIOLOGY**

**SOC-1 - Introduction to Sociology** **3 units**  
**UC, CSU (C-ID SOCI110)**

*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** **3 units**  
**UC, CSU (C-ID SOCI110)**

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture.

**SOC-2 - American Social Problems** **3 units**  
**UC, CSU (C-ID SOCI115)**

*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** **3 units**  
**UC, CSU (C-ID SOCI150)**

*Prerequisite: None.*

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

**SOC-12 - Marriage and Family Relations** **3 units**  
**UC, CSU (C-ID SOCI130)**

*Prerequisite: None.*

*Advisory: SOC-1 and ENG-50.*

Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of gender inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture.

**SOC-15 - Women in American Society** **3 units**  
**UC, CSU**

*Prerequisite: None.*

The role of American women emphasizing the social implications of the women's movement and including the historical, political and economic roots of women's problems. 54 hours lecture.

**SOC-17 - Introduction to Public Mental Health** **3 units**  
**(Same as HMS-17)**  
**CSU**

*Prerequisite: None.*

Introductory course for students interested in public mental health. An overview of the history of public mental health, the types and functions of agencies, practices, careers, professional ethics, current trends and issues is provided. 54 hours lecture.

**SOC-20 - Introduction to Criminology** **3 units**  
**UC, CSU (C-ID SOCI160)**

*Prerequisite: None.*

An introduction to the fundamentals of criminology. Including surveys of the theories of crime, statistical procedures and research methodology, types of crimes, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture.

**SOC-22 - American Deaf Culture 3 units****(Same as AML-22)**

CSU

*Prerequisite: None.*

An introduction to culture and values of Deaf people in North America as reflected in language, literature, art, history, political and social events. Class conducted in American Sign Language with English translation. 54 hours lecture.

**SOC-23 - Special Studies in Culture 1 unit**

CSU

*Prerequisite: None.*

This course is designed to introduce students to the scientific study of the elements of society by comparing American society with other societies and cultures. There will be a focus on developing a sociological imagination by comparing and contrasting distinctly different cultures by examining their values, norms, and behaviors during an RCC study abroad program. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SOC-25 - Introduction to the Sociology of Sex and Gender 3 units****UC, CSU (C-ID SOCI140)***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.

**SOC-48 Statistics for the Behavioral Sciences 3 units****(Same as PSY-48)**

UC, CSU

*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.

**SOC-50 - Introduction to Social Research Methods 3 units****UC, CSU (C-ID SOCI120)***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.

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**SPANISH****SPA-1 - Spanish 1 5 units****UC\*, CSU (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.)

**SPA-1A - Spanish 1A 2.5 units****UC\*, CSU***Prerequisite: None.*

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. SPA-1A is equivalent to the first half of SPA-1. 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.*

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** **5 units**  
**UC, CSU (C-ID SPAN100)**

*Prerequisite: None.*

*Advisory: Completion of placement test to assess level of proficiency in Spanish.*

*Limitation on enrollment: Enrollment in the Honors Program.*

This course concentrates on developing basic skills in listening, reading, speaking, and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. This honors course offers an enriched experience for accelerated students through limited class size, a seminar format, the reading of level-appropriate adapted Hispanic works and cultural studies, and the application of higher level critical thinking skills. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-2 - Spanish 2** **5 units**  
**UC, CSU (C-ID SPAN110)**

*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 3 5 units**  
**UC\*, CSU (C-ID SPAN 200)**

*Prerequisite: SPA-2 or 2H or qualifying placement level on the Spanish assessment test or the equivalent.*

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

**SPA-3N - Spanish for Spanish Speakers** **5 units**  
**UC\*, CSU (C-ID SPAN 220)**

*Prerequisite: SPA-2, 2H or qualifying placement level on the Spanish assessment test or the equivalent.*

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

**SPA-4 - Spanish 4** **5 units**  
**UC, CSU (C-ID SPAN210)**

*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.)

**SPEECH COMMUNICATION**See [COMMUNICATION STUDIES](#)**SUPERVISION**See [MANAGEMENT](#)**TELECOMMUNICATIONS**See [FILM, TELEVISION AND VIDEO](#)**THEATER ARTS****THE-2 - Play Practicum-Special Projects Laboratory I 1 unit UC\*, CSU***Prerequisite: None.**Advisory: Acting and production skills desirable based on a successful audition.*

A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory.

**THE-3 - Introduction to the Theater 3 units UC, CSU (C-ID THTR111)***Prerequisite: None.*

A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of the theater as a separate and distinctive art form. 54 hours lecture.

**THE-4 - Play Practicum-Special Projects Laboratory II 2 units UC\*, CSU***Prerequisite: None.**Advisory: Acting and production skills desirable based on a successful audition.*

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

**THE-5 - Theater Practicum 3 units UC, CSU (C-ID THTR191)***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. (TBA option)

**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. (TBA option)

**THE-9 - Dramatic Literature-Script Analysis 3 units UC, CSU (CID THTR 114)***Prerequisite: None.*

A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture.

**THE-25 - Makeup for the Stage 3 units UC, CSU (C-ID THTR175)***Prerequisite: None.*

This course is an exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three-dimensional techniques in relation to production and performance. 18 hours lecture and 108 hours laboratory.

**THE-26 - Directing for Stage 3 units**

UC, CSU

*Prerequisite: None.**Advisory: THE-32 or 33 or 37.*

An introduction to the role of the director in modern theatrical production. This course is a study of the director's interpretation of dramatic literature, with emphasis on the communication of intellectual and emotional concepts through composition, visualization, picturization, movement and rhythm. Trains potential theatre directors in script analysis, book preparation, production management and working with actors, with an emphasis on practical experience in directing through class projects and public performance. 45 hours lecture and 27 hours laboratory. (TBA option)

**THE-29 - Musical Theater Appreciation 3 units**

UC, CSU

*Prerequisite: None.*

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

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

UC, CSU

*Prerequisite: None.*

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

**THE-32 - Acting Fundamentals-Theater 3 units**

UC, CSU (C-ID THTR151)

*Prerequisite: None.*

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

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

UC, CSU (C-ID THTR152)

*Prerequisite: THE-32.*

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

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

UC, CSU

*Prerequisite: THE-32.*

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

**THE-35 - Classical Acting with Emphasis in Shakespearean Verse 3 units**

UC, CSU

*Prerequisite: THE-32.*

Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actor's physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. 36 hours lecture and 54 hours laboratory.

**THE-36 - Improvisational Acting 3 units**

UC, CSU

*Prerequisite: THE-32.*

Advanced principles and techniques of improvisational acting designed to increase creativity, problem solving and performance skills. Students will develop the ability to work in short and long and form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization and endowments. Public performance required. 36 hours lecture and 54 hours laboratory.

**THE-37 - Musical Theater Techniques 3 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing and acting. Culminates in public performance. 36 hours lecture and 54 hours laboratory. (TBA option)

**THE-38 - Auditioning for the Stage 1 unit**

CSU

*Prerequisite: None.*

Principles and techniques of the various performance methods and styles involved in auditioning for the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory.



**THE-39 - Acting for the Camera** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: THE-32.*

Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. 45 hours lecture and 27 hours laboratory.

**THE-41 - Elementary Stagecraft** **3 units**  
**UC, CSU (C-ID THTR171)***Prerequisite: None.**Advisory: Concurrent enrollment in THE-2 or 4 or 5 or 6.*

Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory. (TBA option)

**THE-44 - Theatrical Set Design** **3 units**  
**UC, CSU (C-ID THTR172)***Prerequisite: None.**Advisory: Concurrent enrollment in THE-5 or 6 or 41.*

The study of the principals, techniques and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory. (TBA option)

**THE-46 - Theatrical Costume Design** **3 units**  
**UC, CSU (C-ID THTR174)***Prerequisite: None.**Advisory: ART-17 or 40.*

The study of the principles, techniques and practices of theatrical costume design for stage, television and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

**THE-48 - Theatrical Lighting Design** **3 units**  
**UC, CSU (C-ID THTR 173)***Prerequisite: None.**Advisory: THE-5 or 6 or ART-23.*

The study and implementation of the principles, techniques and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory.

**THE-49 - Scenic Painting for the Theater** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: THE-41 or ART-17 or 26.*

The study of the principles, techniques and practices of scenic painting for the stage, including historical and present-day methods. This course will include use of brush, roller, spray gun, texturing, rock background, wood graining, wallpaper, masonry, scenic drops and other scene painting techniques. Study of the principles of color and color mixing in paint techniques, as well as the various types of paints used in the theater. 36 hours lecture and 54 hours laboratory.

**THE-54 - Introduction to Stage Management** **3 units**  
**UC, CSU***Prerequisite: None.**Advisory: Concurrent enrollment in THE-5 or 6.*

A comprehensive study of the role of the stage manager in theatrical productions, including the duties, obligations and responsibilities of the stage manager, and the unique role of the stage manager in production coordination. Students will be given stage management responsibilities for a theater department production with concurrent enrollment in either THE-5 or 6. 54 hours lecture.

**THE-200 - Theater Arts Work Experience** **1-2-3-4 units**  
**CSU\****Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related 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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**WELDING**
**WEL-15 - Introduction to Basic Shielded Metal Arc Welding 3 units**
**CSU**
*Prerequisite: None.*

An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. 27 hours lecture and 81 hours laboratory.

**WEL-16 - Advanced Shielded Metal Arc Welding 3 units**
**CSU**
*Prerequisite: WEL-15.*

An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory.

**WEL-25 - Introduction to Oxyacetylene Welding 3 units**
**CSU**
*Prerequisite: None.*

An introductory course in basic oxyacetylene welding, industrial safety, and common metals and materials used in welding. 27 hours lecture and 81 hours laboratory.

**WEL-34 - Metal Joining Processes 2 units**
**CSU**
*Prerequisite: None.*

An introduction to metal joining processes for engineering and manufacturing technology majors. Techniques and procedures related to design and problem solving will be strongly emphasized. 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-55A - Introduction to Gas Tungsten Arc Welding 3 units**
*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-55B - Advanced Gas Tungsten Arc Welding (GTAW) 3 units**
*Prerequisite: WEL-55A.*

Advanced theory, practical application and joining techniques used in Gas Tungsten Arc Welding. 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-61A - American Welding Society/ Los Angeles City Welding I 3 units**
*Prerequisite: WEL-16.*

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-61B - American Welding Society/ Los Angeles City Welding II 3 units**
*Prerequisite: WEL-16.*

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-62 - Blueprint Reading for Welders 2 units**
*Prerequisite: None.*

An introductory course in the study of welding and fabrication blueprints and their interpretation of line types, symbols, abbreviations, and integral parts, the course is designed for students interested in blueprint reading for the welding and fabrication trades. 27 hours of lecture and 27 hours of laboratory.

**WEL-200 - Welding Work Experience 1-2-3-4 units**
**CSU\***
*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

This course is designed to coordinate the student's occupational on-the-job training with related 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 1-2-3units 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 2A, 2B**

## NON-CREDIT COURSES

Non-credit courses are one of several educational options offered by community colleges. They offer students access to a variety of low and no-cost courses that do not carry any unit value, but can help students in reaching personal and professional goals. They provide lifelong learning, career preparation opportunities, and skill remediation, development or proficiency. They can serve as an "educational gateway" for students who want to improve their earning power, literacy skills or access to higher education. Non-credit courses are approved by the district Curriculum Committee, the Board of Trustees and the state Chancellor's Office.

## 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 instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (TBA option)

### COS-811 - Cosmetology Teacher Training 0 units

*Prerequisite: None.*

*Limitation on enrollment: Completion of COS-61B.*

This course is designed for the experienced cosmetologist to become a qualified instructor. When a student has not acquired all the skills and/or accrued the required total of 600 hours to qualify for the local teacher-training certificate, they may enroll in COS-811. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as assisting the instructor with laboratory work for student demo haircutting, chemical relaxing, press and curl manicuring and/or receive instructor in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory. (TBA option)

### COS-812 - Level II Esthetician Concepts 0 units

*Prerequisite: None.*

*Limitation on enrollment: Completion of COS-62B.*

This course is designed to prepare the student for a career in skin care and make-up. When a student has not completed all the skills and/or accrued the required total of 600 hours to sit for the state licensing exam, they may enroll in COS-812. Students work solely under the supervision of a qualified instructor. In this course, students may review application and techniques and improve subject matter knowledge. Students may perform operations and applications such as eyebrow arching and hair removal (wax, tweezer and depilatories), corrective make-up, application of artificial eyelashes (strip and individual), facials and/or receive instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (TBA option)

**ENGLISH**

**ENG-885 - Writing Clinic** **0 units**  
*Prerequisite: None.*

Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (TBA option)

**ENGLISH AS A SECOND LANGUAGE**

**ESL-801 - ESL Support for Career and Technical Programs** **0 units**  
*Prerequisite: None.*

*Advisory: Qualification for ESL-53.*

This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 36 hours lecture. (Non-credit course. Pass/No Pass only.) (TBA option)

**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.)

**READING**

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

This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (TBA option)

**SENIOR CITIZEN EDUCATION**

For information about Senior Citizen Education courses, contact the Young @Heart Program . The telephone number is (951) 328-3811.

**SCE-804 - Senior Topics** **0 units**  
*Prerequisite: None.*

This course will encourage students 55 years and older to develop a sense of personal empowerment through continued learning and self-awareness of the knowledge, experience, understanding and wisdom attained in later adulthood. Students will learn communication and listening skills as they participate in various discussions of special interest and have an opportunity to review and discuss books, biographies, film, theatre, music and news items while experiencing intellectual excitement and the pleasure of camaraderie during class sessions. Students would provide their own entrance fees to any events planned. 24 hours lecture; Positive Attendance.

**SCE-805 - Creative Writing for Older Adults** **0 units**  
*Prerequisite: None.*

This course for adults 55 years and older teaches students how to create and shape autobiographies, fiction and non-fiction writing and poetry into readable and publishable form. The course will provide an encouraging and welcoming social environment as well as a means of capturing the well-written works from an older generation. 24 hours laboratory; Positive Attendance.

**SCE-809 - Computer Basics for Older Adults** **0 units**  
*Prerequisite: None.*

This course is designed to teach students 55 years and older the basics of home computer use, including terminology, components, basic windows functions, accessory programs, simple word processing and spreadsheet programs as well as skills in accessing and using the Internet. 16 hours laboratory; Positive Attendance.

**SCE-810 - Photography as Therapy for Older Adults** **0 units**  
*Prerequisite: None.*

In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance.

**SCE-811 - Drawing and Painting for Older Adults 0 units***Prerequisite: None.*

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.

**SCE-833 - Health Wellness and Nutrition for Older Adults 0 units***Prerequisite: None.*

Adults 55 years and older will learn practical information about nutrition and dietary needs for older adults. Topics can include general health, nutrition, consumer awareness, market trends/dietary fads, healthy food preparation and safety. Emphasis nutrition and the role it plays throughout the aging process. 24 hours laboratory; Positive Attendance.

**SCE-834 - Weight Management for Older Adults 0 units***Prerequisite: None.*

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.

**SCE-842 - Needle Arts Therapy for Seniors 0 units***Prerequisite: None.*

Students 55 years and older will learn to create needle arts projects in a socially interactive environment. 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**



**JOSCOFF-COE**  
**ASSOCIATE PROFESSOR**  
**ENGLISH & MEDIA STUDIES**

Riverside City College's Jo Scott-Coe delivered the 57th Riverside Community College District Faculty Lecture.

The Faculty Lecture series began in 1961, and each year Academic Senate members select the Distinguished Faculty Lecturer. It is the highest honor faculty bestow on a colleague.

Scott-Coe presented and discussed the newly-discovered private letters from 23-year-old Kathy Leissner Whitman, the wife of Charles Whitman, the man who terrorized the Austin community from the University of Texas's landmark tower in 1966. Whitman's rampage became known as the United States' first school shooting.

Scott-Coe, who joined the faculty at RCC in 2008, holds a bachelor's degree and a teaching credential from the University of Southern California. She also holds advanced degrees in Rhetoric and Composition from Cal Poly Pomona and UC Riverside in Creative Writing and Writing for the Performing Arts. She has taught at the high school level (Riverside Poly) as well as at the collegiate level for 25 years.

She is an accomplished writer, having written *Mass: A Sniper*, *a Father*, and *a Priest and Teacher at Point Blank*, as well as a substantial number of articles, essays and stories. In 2010, she was selected as the NCTE Donald Murray winner for Writing and Teaching.

In her lecture, entitled *Private Letters and Public Witness—50 Years After America's First School Shooting*, Scott-Coe will share the story of Kathy, a first-year high school biology teacher, 50 years after she was stabbed to death by her husband on August 1, and before he began his assault on the community.



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

## RIVERSIDE CITY COLLEGE FACULTY

- ABBATE, NICOLE** Associate Professor,  
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- ACHARYA, SUREKHA** Associate Professor,  
English  
B.A., M.A., Osmania University, India; M.A., California State University, Fullerton; Ph.D., University of California, Riverside. At Riverside Community College District since 1991.
- ALEXANDER, SHARON** Associate Professor,  
Nursing A.S., Riverside  
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- ALJORD, HUDA** Associate Professor,  
Arabic  
B.A., M.A., Damascus University. At Riverside Community College District since 2005.
- ALVARADO, CECILIA** Interim Vice President,  
Student Services  
B.A., California State University, Fullerton; M.S., Pepperdine University. At Riverside Community College District since 2010.
- AMIDON, TUCKER** Associate Professor,  
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B.S.N., Baylor University; M.S.N. and F.N.P., University of California at Los Angeles. At Riverside Community College District since 2006.
- ANDERSON, KRISTINE R.** Professor,  
English  
B.A. (summa cum laude), M.A., San Diego State University; M.F.A., New England College. At Riverside Community College District 1989-95, and since 1997.
- ANGUIANO, JOE W.** Associate Professor,  
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- ARGUELLES, RUDOLPH** Associate Professor,  
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- ASHBY, HAYLEY** Associate Professor,  
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- AVILA, PATRICIA** Associate Professor,  
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- BAKER, SANDRA** Dean,  
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- BARNES, MICHEAL E.** Associate Professor,  
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- BAUER, SCOTT** Dean of Instruction,  
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- BERNIER, DANIEL** Associate Professor,  
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Counseling**  
B.A., University of California, Santa Barbara; M.S., California State  
University, Los Angeles. At Riverside Community College District  
since 1991.

**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**



**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	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](http://www.norcocollege.edu)

Academic Departments		Extended Opportunity Programs and Services . . . . .	372-7128
Art, Humanities and World Languages . . . . .	372-7076	Health Services . . . . .	372-7046
Business . . . . .	372-7079	Honors Program . . . . .	739-7815
Communications . . . . .	372-7067	Library/Resource Center . . . . .	739-7896
Engineering . . . . .	372-7079	Outreach . . . . .	739-7856
Information Technologies . . . . .	372-7067	Parking . . . . .	739-7895
Mathematics and Sciences . . . . .	372-7079 and 372-7076	Puente Program . . . . .	372-7146
Social and Behavioral Sciences . . . . .	372-7076	STEM . . . . .	739-7806
Admissions and 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	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 . . . . .	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		

## 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 and 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



### OFFICE OF THE CHANCELLOR

Michael Burke, Ph.D.  
Chancellor

Chris Carlson  
Chief of Staff and Facilities Development

Margaret Cartwright  
Associate Vice Chancellor, Strategic Communications  
and Institutional Advancement

### OFFICE OF THE VICE CHANCELLOR, STRATEGIC PLANNING AND EDUCATIONAL SERVICES

Vacant  
Vice Chancellor, Strategic Planning and Educational Services

Colleen Walker  
Chief of Police

Raj Bajaj  
Dean, Educational Services

David Torres  
Dean, Institutional Research and Strategic Planning

Richard Keeler  
Dean, Grants

### OFFICE OF THE VICE CHANCELLOR, BUSINESS AND FINANCIAL SERVICES

Aaron Brown  
Vice Chancellor, Business and Financial Services

### OFFICE OF THE VICE CHANCELLOR, HUMAN RESOURCES AND EMPLOYEE RELATIONS

Terri Hampton  
Vice Chancellor, Human Resources and Employee Relations

Vacant  
Associate Vice Chancellor, Information Technology  
and Learning Services

### DISTRICT CURRICULUM COMMITTEE

Greg Burchett  
Committee Chair  
Riverside Curriculum Committee Chair

Ann Pfeifle  
Committee Member  
Moreno Valley Curriculum Committee Chair

Brian Johnson  
Committee Member  
Norco Curriculum Committee Chair

Vacant  
Committee Secretary\*

Steven Schmidt  
Committee Member\*  
Tech Review Committee Chair  
CurricUNET Liaison

\*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

##### Legacy

- Heritage
- Standards
- Foundation of future

##### Inclusiveness

- Appreciation of diversity/equity
- Respect
- Collegiality
- Shared governance

##### Service

- To students
- To community
- To the Colleges
- Education/service learning

##### Stewardship

- Planning
- Resource development
- Sustainability
- Responsibility/accountability
- Transparency/collaboration
- Integrity

##### Enrichment

- Economic development
- Lifetime learning
- Professional development
- Community advancement

##### Excellence

- Innovation
- Student success
- Organizational effectiveness
- Learning environment

##### Shareholders

- Economic partner
- Community mindedness
- Community responsibility

## STRATEGIC THEMES AND GOALS 2013-16

### STUDENT ACCESS

As open access institutions of higher education, Riverside Community College District and its Colleges are committed to ensuring that the educational needs of its diverse service area and population are met effectively and efficiently.

- Goal 1: Remove barriers to access for all students, while making the process of accessing new student information and applying to District Colleges more user-friendly.
- Goal 2: Increase the number and awareness of scholarship opportunities and the effectiveness of financial aid counseling.
- Goal 3: Provide programs and services that address community educational needs and priorities.
- Goal 4: Improve the delivery of curriculum by ensuring responsive scheduling and a variety of delivery formats.
- Goal 5: Sustain and deliver educational and community partnerships focused on student preparation, awareness of, and access to District Colleges and educational programs.

### STUDENT LEARNING AND SUCCESS

Riverside Community College District will continue to facilitate student learning and success by offering clear pathways which support the attainment of individual educational goals. Now and in the coming years, its goals for student learning and success are to:

- Goal 1: Develop effective pathways for student success by encouraging all students to use student services and promoting the completion of a self-identified program of study and/or educational plan.
- Goal 2: Increase rates of transfer, degree, and certificate completion.
- Goal 3: Recruit outstanding faculty, and support faculty development, and teaching excellence for the improvement of student learning outcomes.
- Goal 4: Reduce the gap in both student achievement and outcomes.
- Goal 5: Support and increase student engagement in and out of the classroom.

### RESOURCE STEWARDSHIP

Riverside Community College District will ensure a viable and strong economic future through diligent and thoughtful stewardship and planning to effectively manage the District's resources (e.g., physical, fiscal, policy, programmatic, technological, human resources, etc.). To this end, District goals are to:

- Goal 1: With transparency and collaboration, annually assess resource needs, development, and allocations to ensure that the core missions of the Colleges are met as a priority.
- Goal 2: Integrate public and private resource development efforts with District strategic planning and resource allocation.
- Goal 3: Create a greater culture of entrepreneurship and philanthropy by encouraging the expansion and diversity of external funding.

### COMMUNITY COLLABORATION AND PARTNERSHIP

The business sector in the Riverside Community College District service area continues to face considerable challenges. Local industries are looking for workers with technical, vocational, and training skills but the education of the current workforce does not,

in all cases, match employer needs . At the same time, population gains in the service area have outrun gains in job creation for college graduates . This gap between workers and jobs has resulted in the region continuing to be one of the nation’s largest commuter communities . The District is committed to collaborating and partnering with community stakeholders to provide an array of educational training and business development services to empower the economic and social life of the region .

In addition, the District recognizes its fundamental and leadership role in providing residents with access to excellent educational, life-long learning, and personal enrichment programs. It will continue and expand its efforts to collaborate with education, business, and community organization partners in “best practices” initiatives that prepare, inform, and assist today’s and tomorrow’s prospective students .

Goal 1: Refine and promote programs in Career and Technical Education, Economic Development, and Community Education that improve the competency and competitive capabilities of service area incumbent workers .

Goal 2: Create and expand programs with business, community, and educational partners, with particular focus on responding to workforce development, economic advancement, current and emerging high demand occupations, student internships and employment, and overall resource development .

Goal 3: Develop new, and strengthen existing, relationships with community groups and organizations that focus on identifying and collectively responding to community needs through maximizing the use of current District-wide programs and collaborative new initiatives .

Goal 4: Establish or expand multiple outreach efforts, joint programs and events, collaborative grants, and community partnerships to address regional workforce needs .

Goal 5: Ensure that residents in all geographic areas of the District have opportunities for personal enrichment and life-long learning through the academic programs of the Colleges, Community Education, and other initiatives .

### **CREATIVITY AND INNOVATION**

Creativity and innovation are the hallmarks of great societies, companies, and educational institutions . In spite of current and on-going statewide fiscal challenges, the Riverside Community College District remains even more committed to work collaboratively with its Colleges, District Office, and community partners to maintain excellence, access to learning opportunities, and effective support services for students and stakeholders through creative programming and delivery systems. The District re-affirms its collective resolve to find efficient ways to work, leverage resources, and identify alternative funding and income streams .

Goal 1: Build a culture of acceptance of diverse ideas and strategies which celebrate the uniqueness of each institution .

Goal 2: Develop green strategies and programs to save general fund resources and reduce the impact to the environment .

Goal 3: Support the Colleges’ innovative ideas in entrepreneurial initiatives and resource development .

Goal 4: Develop and implement a plan to keep current with technology advancement .

Goal 5: Encourage and support creativity from all stakeholders to improve operations, systems delivery, and instruction District-wide .

### **SYSTEM EFFECTIVENESS**

Riverside Community College District, like all of the State’s educational systems, is experiencing a sustained, precedent-setting period of economic instability and fiscal challenge . Such a fiscal reality works to limit growth and challenges all to maximize effectiveness and create new ways and methods to maintain excellence . Above all, the District and Colleges are dedicated to continued diligence and creativity to ensure system efficiency and effectiveness . In this regard, District goals are to:

Goal 1: Develop efficient and effective processes and procedures that:

- Reduce red tape
- Eliminate redundancies
- Encourage collaboration
- Increase interdepartmental communication
- Reduce the number of meetings
- Promote on-going assessment in order to continually refine our educational technology capability to address future needs

Goal 2: Enhance and institutionalize operational and strategic planning processes that are: (a) deliberative, systematic, and data driven, (b) complement the District and College strategic and master plans, and (c) effectively prioritize new and ongoing resource needs .

Goal 3: Continue implementation and improvement of a comprehensive enrollment management plan and effectively coordinate program and course offerings within and between Colleges and centers to best serve students .

Goal 4: Refine the District functional map to better define responsibilities of various departments .

### **HISTORY AND DEVELOPMENT**

Founded in 1916 in response to a general petition of the electors, Riverside Community College has served our communities for nearly nine decades . In the beginning, the College educated 100 students in classrooms on the Polytechnic High School campus .

On June 2, 1964, a separate five-person governing Board of Trustees was elected and the Riverside Junior College District was completely separated from the Riverside City School system . The legal entity which operates the college is officially known as the Riverside Community College District and encompasses the Alvord, Corona/Norco, Jurupa, Moreno Valley, and Riverside Unified School Districts and the Val Verde School District .

On February 3, 1964, the Board of Trustees authorized the purchase of a second site for a future campus in the Sierra area of Riverside . On July 1, 1984, the Corona/Norco Unified School District was annexed to the Riverside Community College District and on June 4, 1985, more than 141 acres of federal United States Navy land in Norco was acquired from the General Services Administration by way of the United States Department of Education . On March 16, 1987, 112 acres of privately-owned land in Moreno Valley was donated to the college by the Robert P. 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. 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 2013-2015 academic year appears in the front of the catalog. Courses offered during the various sessions are similar in scope and maintain equivalent standards.

## **THE RCCD FOUNDATION**

Established in 1975, the RCCD Foundation, is a 501(c)(3) not-for-profit organization that provides support for scholarships, programs and special projects to benefit the students of the Riverside Community College District and its Colleges. Over the years, the RCCD Foundation has played a major role in several initiatives, including the acquisition of land for Moreno Valley College, expansion of the Early Childhood Studies building at Riverside City College, and Passport to College, and the purchase of the RCCD Alumni House. Scholarship support remains a central mission of the RCCD Foundation.

In 1991, the Foundation launched a successful \$1 million Endowed Scholarship Campaign, at the time one of the largest scholarship campaigns undertaken by a community college. Today, thanks to tremendous support from individuals and businesses throughout the region, the Foundation's assets total more than \$6.5 million, with \$450,000 in scholarships distributed annually to incoming, continuing, and transferring students. In 2010, the RCCD Foundation successfully concluded Campaign RCC, a major gifts initiative that raised more than \$21 million in cash, pledges and planned gifts to construct the Riverside Aquatics Complex, provide programmatic

support for the School of Nursing and Science/Math Complex, provide Allied Health equipment for Moreno Valley College, and support the development of a construction management program at Norco College.

In 2016 the RCCD Foundation, in partnership with RCCD, launched **Invest in Excellence**, a comprehensive effort to secure private support for District and college priorities, coinciding with Riverside City College's 100<sup>th</sup> anniversary and the 25<sup>th</sup> anniversaries of Moreno Valley College and Norco College. The Campaign focuses on 4 pillars of excellence: student, academic, workforce and community. The Foundation encourages outright gifts, pledges and planned gifts to further the mission of the District. The RCCD Foundation Office is located in the RCCD Alumni House. To learn more about gift opportunities, please call (951) 222-8626 or visit the Foundation's website at [www.rccd.edu/foundation](http://www.rccd.edu/foundation).

## **RCCD ALUMNI HOUSE**

In 1998, the RCCD Foundation raised the funds to enable RCCD to purchase the historic Alabaster Home, located at 3564 Ramona Drive. The residential property, now known as the RCCD Alumni House, overlooks Riverside City College, and serves as a gathering place for the community and college family—a place where traditions are celebrated and a legacy is built for future RCCD students. The upstairs rooms have been designated as offices for the RCCD Foundation. Downstairs rooms are regularly used for College and community meetings and events, as are the outside gardens. The RCCD Alumni House remains true to its heritage, preserving the many historic features found throughout the building. Offices located in the RCCD Alumni House are generally open Monday through Friday, 8 am-5 pm. For more information, please stop by or call the RCCD Foundation at (951) 222-8626.

## **RCCD ALUMNI BRICK CAMPAIGN**

In 2003, the RCCD Foundation officially launched the Alumni Brick Campaign in the garden courtyard of the RCCD Alumni House. The courtyard creates a beautiful focal point and a visual testament to alumni and friends. For a gift of \$100 or more, you can purchase a brick and have it personalized to commemorate your time at an RCCD college, honor a friend or loved one, or celebrate an important milestone. More than 400 engraved bricks already have been installed. Call (951) 222-8626 for additional information or to order your Alumni Brick.

## **OPEN CAMPUS**

The mission of Open Campus (OC) is to extend access to learning through distance education. Open Campus is responsible for distributing online-based courses and providing online-based technology training for faculty. The goal is to make learning available anytime, anywhere for students who need the flexible scheduling of an online learning program. Open Campus is a "campus without walls," distributing courses through 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 [www.opencampus.com](http://www.opencampus.com).

\*Always consult an RCCD counselor to review your Student Education Plan before taking any class to be sure it meets your particular goals.

## RESERVE OFFICER TRAINING CORPS

Riverside Community College District students interested in the ROTC commissioning program can enroll in the Army ROTC program located at the Claremont Colleges, or the Air Force ROTC program located at Loyola Marymount University and taught at various locations throughout the greater Los Angeles area.

## ARMY AND AIR FORCE ROTC PROGRAMS

### Army ROTC

Through a cooperative arrangement sponsored by the Claremont Colleges and the Army, students can take the preliminary ROTC training at no cost while attending a community college. The Department of Military Science at the Claremont Colleges offers basic classes at California State University, San Bernardino and the Claremont Colleges. A student attends class each week for the initial year and the second year of ROTC training. Completion of this program permits a student transferring to a four-year institution full junior status in ROTC upon transfer. Completion of the community college portion of this program also could provide advanced grade placement should the student choose to serve in the military as an enlisted person.

Those interested in finding out more about Army ROTC should contact the Professor of Military Science, California State University, 5500 State University Parkway, San Bernardino, CA 92407-2397, Room SS124, Telephone (909) 537-5533.

### Air Force ROTC

Air Force Reserve Officer Training Corps (AFROTC) offers two, three, and four-year programs leading to a commission as a second lieutenant in the United States Air Force. The AFROTC program is open to almost all students pursuing baccalaureate and graduate degrees. Classes consist of one hour of academics and two hours of leadership laboratory per week for freshmen and sophomores and three hours of academics and two hours of leadership laboratory per week for juniors and seniors. AFROTC offers numerous scholarship opportunities, but scholarships are not required to participate in the program. AFROTC offers a variety of one- to four-year scholarships valued up to 100% annual tuition, along with a nontaxable monthly stipend. Air Force ROTC is offered on the campuses of the University of Southern California, California State University-San Bernardino, and Harvey Mudd College. **You do not need to be a student of any of these colleges to get involved.** For more information contact the Department of Aerospace Studies at (213) 740-2670 or visit [www.usc.edu/afrotc/](http://www.usc.edu/afrotc/). No military commitment is incurred until entering the junior year of the program or receipt of a scholarship after freshman year.

### Regarding These Programs

For more information, contact the Loyola Marymount University Department of Aerospace Studies (AFROTC) at (310) 338-2770. Other AFROTC detachments are located at: University of California, Los Angeles, (310) 825-1742; University of Southern California, (213) 740-2670; San Diego State University, (619) 594-5545; and California State University, San Bernardino (909) 537-5440.

## SPECIAL SUPPORTIVE SERVICES

### Disabled Student Services

The colleges of Riverside Community College District offer a comprehensive program of support services to students with a documented disability. Students who have an acquired brain injury, physical disabilities, hearing impairments, learning disabilities, developmental disabilities, psychological disabilities, other health impairments, and temporary disabilities are eligible for the services which are provided according to individual need. For more information contact (951) 222-8060.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Riverside Community College District adheres to the policies of the Family Educational Rights and Privacy Act (FERPA) when establishing and maintaining education records. Although the college applies the provisions of FERPA in a strict manner, the law allows the college to release student directory information. RCCD, based on FERPA regulations, designates as directory information the following: student's name, 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 Norco College or to the Admissions and Records office at Riverside City College and request to have directory information withheld.

The student's prior written consent is not required to disclose non-directory information under specific conditions according to FERPA regulations. (Included under this provision is the ability to disclosure education records to parents of a student under 18 years of age as defined in Section 152 of the Internal Revenue Code of 1986. Refer to [www.rccd.edu/Pages/ferpa.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 and Records, along with a photo I.D. It is the responsibility of the student to update Web Advisor to advise the Admissions and 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**

**Education Code Section 70902(b)(3);**

**Title 5 Sections 55060, 55063-55064, and 53200(b)**

**Board Policy 4100**

**AP 4100**

The Colleges grant the degrees of Associate of Arts, Associate of Science 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 the District's catalog(s) 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 District catalog 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 and Records. A fee statement, including the amounts of the fees, will be included in the College Catalog (see Section VI Course Descriptions). The presence of fees on specific courses will also be included in all newspaper and periodical advertising of courses.

### II. Collection of Fees

Course material fees will be collected with enrollment fees. Once classes have started, students will not be dropped for non-payment of fees. However, registration in subsequent terms will be blocked until such fees are paid.

### III. Refunds

Students who withdraw from a class with a materials fee will receive a 100% refund through the first two (2) weeks of instruction or a proportional amount of time for a shorter-than-semester class. No refunds will be made after the second week of instruction or proportional amount of time for shorter-than-semester offering. A complete refund for material fees will be made on classes which are canceled by the College. Students will receive a materials fee credit in transferring from one fee class to another, providing the transfer occurs during the first two (2) weeks of class.

### IV. Disbursements

Material fees collected will be credited to the General Fund (1000). Divisions will be informed of the amounts of fees collected and these funds will be budgeted and available for appropriate material expenditures.

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## **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**

References: Title 5, Section 55043, 55000, 55040

Students may be permitted to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time of no less than 36 months since the most recent grade was obtained.

Students are required to repeat courses in which a “C” or better grade was earned where there was a significant lapse of time since the grade was obtained if:

- The District has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

If the District determines that a student needs to repeat an active participatory experience course in physical education or visual or performing arts, or an active participatory experience course that is related in content, 55000, due to significant lapse of time, that repetition shall be counted in applying the limit on repetitions, 55040. If a student has already exhausted the number of repetitions permitted, an additional repetition due to significant lapse of time may be permitted or required by the District.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional

repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

A Request for Course Repetition is required and can be obtained in the college Admissions offices and from the offices of the Dean of Instruction at the three colleges. Requests are approved or denied by a Dean of Instruction, or designee.

## **COURSE REPETITION—VARIABLE UNITS**

Reference: Title 5, Section 55044, 55040(b)

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire course curriculum once, except if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the courses that are related in content limitation.

Students may not repeat any portion of the curriculum for the course unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated, 56029; or
- Repetition of the course is justified by extenuating circumstances, 55045; or
- The student wishes to repeat the course to alleviate substandard work, 55042

Each time a student enrolls in a physical education activity course offered on an open entry/open exit basis, regardless of the number of units for which the student enrolls, the enrollment shall count as a repetition of the course for the purposes of section 55041 and 58161.

## **REPEATABLE COURSES**

Reference:

Title 5, Sections 55040, 55041, 55000, 55042, 55253 and 56029

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

The following conditions apply to repeatable courses:

- A. For those courses that are designated as repeatable, a student may enroll multiple times in the course, but in most cases, the limit will be 4 enrollments.
- B. Repeatable courses are identified in the college catalog.
- C. All grades and units will be used in the computation of the grade point average and earned units, with the following exceptions:
  1. When a repeatable course is taken and a substandard grade earned, the course may be repeated to alleviate the substandard grade with the most recent grade used in the computation of the grade point average.
  2. Grades from other repeats will be used in the computation of the grade point average.

Students are allowed to repeat a course when repetition is necessary to enable that student to take courses that are determined to be legally mandated. These are courses that are required by statute or regulation as a condition of paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students may be required to provide documentation that the course repetition is legally mandated.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student as specified in 56029.

Students are allowed to repeat a course in occupational work experience under the circumstances described in section 55253. A student may earn a total of 16 semester units in occupational work experience. When an occupational work experience course is repeated, the grade received each time shall be included for the purposes of calculating the student's grade point average. If a college offers only one course in occupational work experience in a given field, students may be permitted to repeat this course any number of times as long as they do not exceed the limits set forth in 55253. After a student has attempted a course three (3) times and in instances where a student is permitted to repeat a course multiple times, the student may be required to register for the course, in person, at the Admissions and Records office of any campus.

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# 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 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

## 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.

## NODISCRIMINACIÓN

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 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 libre de cualquier otro acoso ilegal, incluyendo aquel que esté basado en 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.

El Distrito busca fomentar un ambiente en el cual todos los empleados y estudiantes se sientan libres de denunciar incidentes de acoso sin miedo



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.

If you pursue the informal process, you should note the following important points:

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:

- 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/human\\_resources](http://www.rccd.edu/administration/human_resources) 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

- 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/human\\_resources](http://www.rccd.edu/administration/human_resources) 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

## 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:

## 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).

## ¿ 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 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 .

(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).)

### CONTACT INFORMATION (PARA MAYOR INFORMACIÓN COMUNICARSE A)

Diversity, Equity and Compliance  
Riverside Community College District  
3801 Market Street  
Riverside, CA 92501  
[www.rccd.edu](http://www.rccd.edu)

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)

U.S. Department of Education Office for Civil Rights (OCR)



## 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.

**BURKE, MICHAEL**

**Chancellor**

B.A., M.A., Ph.D., University of Texas at Austin. At Riverside Community College District since 2014.

**KEELER, RICHARD**

**Dean,  
Grants**

B.A., University of La Verne; B.A., M.A., University of California, Berkeley. At Riverside Community College District since 2000.

**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  
 Richard Andrus, Professor Emeritus, Counseling  
 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  
 Tom Behrens, Professor Emeritus, Counseling  
 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  
 Francis Bushman, Professor Emeritus, Counseling  
 James Buysse, Vice Chancellor Emeritus, Administration and Finance  
 Shelagh Camak, Vice President Emerita, Workforce Development  
 Francis Chaffins, Professor Emeritus, Counseling  
 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

Lois O. Cresgy, Professor Emerita, Physical Education  
 Arthur Dassow, Professor Emeritus, Counseling  
 Foster Davidoff, Superintendent/President, Emeritus  
 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  
 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  
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 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  
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 Lyn Greene, Associate Professor Emerita, Political Science  
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 Raphael C. Hawley, Professor Emeritus, Physics and Astronomy  
 Lauris Hazlett, Professor Emeritus, Mathematics  
 Carol Hensel, Professor Emerita, Home Economics  
 Tony Hernandez, Professor Emeritus, Counseling  
 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  
 Susan Ingham, Professor Emerita, English  
 Ali Yssa, 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  
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 Lee Kraus, Professor Emeritus, English  
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 Mary Lange, Professor Emerita, Nursing  
 Louis Larson, Professor Emeritus, Geography  
 Susan Lawrence, Professor Emerita, Counseling  
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 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  
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 Ron McPherson, Professor Emeritus, Computer Information Systems  
 Rosario Mercado, Associate Professor Emerita, Spanish  
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 Kim Metcalfe, Associate Professor Emerita, Early Childhood Education  
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 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  
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 Cheryl Roberts, Professor Emerita, Early Childhood Studies  
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 Salvatore Rotella, Chancellor Emeritus  
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 Phyllis Sensor, Professor Emerita, Counseling  
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 Margaret Sharp, Professor Emerita, Counseling  
 Selby Sharp, Professor Emeritus, Chemistry, Engineering and Mathematics  
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 Roger Sliva, Professor Emeritus, Automotive Body Technology  
 Karin Skiba, Professor Emerita, Art  
 Deborah Smith, Associate Professor Emerita, Mathematics  
 Katie Smith, Professor Emerita, Reading  
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 Paula Stafford, Assistant Professor of CTE Emerita, Physician Assistant  
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 Sylvia Stone, Visiting Assistant Professor Emerita, Nursing  
 Linda Stonebreaker, Professor Emerita, Reading  
 Letha Strain, Professor Emerita, Office Administration  
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 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**  
**INDEX**

**INDEX**

<b>A</b>	
Academic Appeals.....	19
Academic Calendar .....	5
Academic Freedom.....	8
Academic Honesty .....	19
Academic Success Guide.....	41
Academic Year .....	301
Accounting	
Curricular Pattern .....	97
Curricular Patterns.....	105
Accreditation.....	8
Adding Classes .....	10
Administration	
College .....	4
Administration and Information Systems	
Curricular Patterns.....	44
Administration of Justice	
Courses .....	139
Curricular Pattern .....	97
Degree for Transfer.....	67
Admission and Registration of Students.....	9
Admission Application .....	9
AD-T .....	<i>See</i> Associate Degrees for Transfer
Advanced Placement (AP).....	54
Chart .....	56
Advisory .....	11, 138
Air Conditioning and Refrigeration	
Courses .....	141
Curricular Pattern .....	98
Alumni House.....	301
American Sign Language	
Courses .....	142
Curricular Patterns.....	134
American Studies	
Curricular Patterns.....	44
Anatomy and Physiology	
Courses .....	143
Anthropology	
Courses .....	144
Degree for Transfer.....	68
AP.....	<i>See</i> Advanced Placement
Applied Digital Media and Printing	
Courses .....	145
Curricular Patterns.....	99
Arabic	
Courses .....	147
Art .....	19
Courses .....	147
Curricular Pattern .....	101
Curricular Patterns.....	<i>See</i> Fine and Applied Arts
Art History	
Degree for Transfer.....	68
ASSIST.....	67
Associate Degree	
Graduation Requirements .....	43
Associate Degrees for Transfer (AD-T).....	67
Associate of Arts .....	44
Associate of Science.....	48, 88
Astronomy	
Courses.....	155
Athletics .....	20
Attendance .....	10
Auditing Classes .....	53
Automotive	
Courses.....	155, 157
Curricular Patterns.....	102
Internship.....	85
Automotive Technology	
Curricular Patterns.....	101
<b>B</b>	
Banking and Finance	
Courses.....	161
Curricular Patterns.....	104
Basic Skills	
Assessment of.....	12
Biology	
Courses.....	162
Black Studies .....	<i>See</i> Ethnic Studies
Board of Governors Fee Waiver .....	<i>See</i> Student Financial Services
BOGW .....	<i>See</i> Board of Governors Fee Waiver
Books	
Bookstore.....	20
Equipment and Supply Fees.....	<i>See</i> Fees
Bookstore.....	20
Return Policy.....	20
Brick Campaign, RCCD Alumni .....	301
Business	
Curricular Patterns.....	106
Business Administration	
Courses.....	164
Curricular Patterns.....	105
Degree for Transfer.....	69
<b>C</b>	
CalWorks Program .....	20
CAP.....	<i>See</i> Community for Academic Progress
CARE....	<i>See</i> Cooperative Agencies Resources for Education
Career and Technical Education (CTE) Programs.....	48
Career and Technical Education Programs .....	88
Career Center.....	21
Catalog Rights .....	52
Certificate	
Locally Approved.....	88
State Approved .....	88

Chemistry	
Courses .....	167
Chicano Studies.....	<i>See</i> Ethnic Studies
Chinese	
Courses .....	168
C-ID .....	<i>See</i> Course Identification Numbering System
CLEP .....	<i>See</i> Credit - College Level Examination Program
Clubs and Organizations .....	29
College Connection .....	21
College Hour .....	29
Commitment to Diversity, Non-Discrimination and Prohibition of Harrasment and Retaliation Policies .....	307
Communication Studies	
Courses .....	168
Degree for Transfer.....	70
Communication, Media, and Languages	
Curricular Patterns.....	45
Community for Academic Progress (CAP).....	21
Complaint Procedures .....	308
Completion Counts .....	21
Computer Applications and Office Technology	
Courses .....	171
Curricular Patterns.....	110
Computer Information Systems	
Courses .....	174
Curricular Patterns.....	113
Computer Science	
Courses .....	180
Degree for Transfer.....	70
Cooperative Agencies Resources for Education (CARE) 23	
Cooperative Work Experience Education.....	85
Corequisite.....	11, 19, 137
Cosmetology	
Courses .....	183
Curricular Patterns.....	117
Non-Credit Courses.....	280
Counseling	
Continuing Students .....	13
How to Schedule an Appointment.....	22
New Students.....	13
Counseling Center.....	21
Course Descriptions .....	136
Course Identification Numbering System (C-ID).....	67, 137
Course Repetition .....	304
Significant Lapse of Time .....	305
Variable Units.....	306
Credit	
College Level Examination Program (CLEP) .....	63
Credit Courses.....	138
Evaluation of , From Other Schools .....	11
Military Credit.....	63
Non-Credit .....	137
Non-Degree Credit.....	137
Credit by Examination.....	54
Crime Scene Investigation	
Curricular Pattern .....	97
CTE .....	<i>See</i> Career and Technical Education Programs
Culinary Arts	
Courses.....	185
Curricular Patterns.....	119
Curricular Patterns.....	84
<b>D</b>	
Dance .....	19
Courses.....	187
Curricular Patterns.....	120
Dean	
Student Services.....	29
Dean's List .....	<i>See</i> Honors
Degree	
Second Degree.....	52
Delivery Methods.....	137
Disability	
Special Supportive Services .....	302
Disability Resource Center.....	22
Discipline.....	22, <i>See</i> Student Discipline Procedures
Dismissal .....	<i>See</i> Standards of Scholarship
Distance Education .....	11
Distance Education .....	301
District.....	295
Academic Administration.....	312
Commitment to Diversity, Non-Discrimination, and Prohibition of Harrasment and Retaliation Policies .....	306
District Administration.....	298
District Memberships.....	301
Goals .....	299
Mission Statement.....	299
Phone Listing.....	296
Strategic Communications and Institutional Advancement.....	301
District Values .....	299
Dropping Classes.....	10
<b>E</b>	
Early and Middle College Programs.....	22
Early Childhood Education	
Courses.....	192
Curricular Patterns.....	120
Degree for Transfer.....	70
Economics	
Courses.....	194
Degree for Transfer.....	71
Education	
Courses.....	196

Education Paraprofessional	
Curricular Patterns.....	123
Engineering	
Courses .....	196
English	
Courses .....	198
Curricular Patterns.....	123
Degree for Transfer.....	71
Non-Credit Courses.....	281
Enrollment	
Limitations on Enrollment .....	137
Enrollment Verification.....	16
English as a Second Language	
Courses .....	202
EOPS..... <i>See</i> Extended Opportunity Programs and Services	
Ethnic Studies	
Courses .....	204
Extended Opportunity Programs and Services (EOPS)..	22
Extenuating Circumstances Petition.....	53
<b>F</b>	
Face-to-Face Courses .....	10
Faculty.....	283
Emeriti.....	313
Riverside City College Faculty .....	285
FAFSA .....	<i>See</i> Student Financial Services
Family Educational Rights and Privacy Act (FERPA).....	302
Federal Work Study .....	30
Fee Waivers .....	<i>See</i> Fees
Fees	
AB-540 Non Resident Fee Waiver.....	15
Books, Equipment and Supplies.....	16
California Residency.....	14
Health Fee.....	15
Library Card Fees .....	16
Library/Learning Resource Center Fees.....	15
Non-Resident Tuition and Fees.....	14
Parking .....	15
SB-141 Non-Resident Fee Waiver.....	15
Transportation .....	15
FERPA .....	29
Film Studies	
Courses .....	204
Film, Television and Video	
Courses .....	205
Film, Television and Video	
Curricular Patterns.....	124
Financial Aid.....	<i>See</i> Student Financial Services
Responsibilities and Requirements .....	26
Fine and Applied Arts	
Curricular Patterns.....	46
FKCE .....	<i>See</i> Foster/Kinship Career Education Program
Food Services .....	27
Foster/Kinship Career Education (FKCE) Program.....	27
Foundation.....	301
French	
Courses.....	209
Full-time Status .....	10
<b>G</b>	
Gateway College and Career Academy.....	27
General Education Requirements.....	49
CSU.....	80
IGETC.....	82
Plan A - RCCD General Education .....	49
Plan B - CSU.....	50
Plan C - IGETC.....	51
General Education Work Experience Education.....	85
General Information .....	6
Geography	
Courses.....	209
Degree for Transfer.....	72
Geology	
Courses.....	210
German	
Courses.....	211
Goals	
College .....	7
District.....	299
GPA .....	<i>See</i> Grade Point Average
Grade Point Average.....	44
Grade Points .....	<i>See</i> GPA
Grades	
Final Examinations - Final Grades .....	54
Grade Changes.....	53
Grading System.....	53
Graduation	
Petition for Degree or Certificate .....	52
Graduation Requirements .....	42
Degrees and Certificates.....	303
Grievance	
Process for Matters Other Than Instruction, Grades, or Discipline.....	36
Guidance	
Courses.....	212
<b>H</b>	
Harassment	
Commitment to Diversity, Non-Discrimination, and Prohibition of Harassment and Retaliation Policies .....	307
Health	
Requirements.....	12
Student Health and Psychological Services .....	27
Health Science	
Courses.....	212
High School Courses.....	85
High School/Concurrent Enrollment.....	9

History		Korean	
Courses .....	213	Courses.....	235
Degree for Transfer.....	73	<b>L</b>	
Home College.....	9	Latin	
Honors		Courses.....	235
Dean's List .....	53	Library	
Honors Program.....	27	Courses.....	235
Scholastic Honors at Commencement.....	52	Library/Learning Resource Center.....	28
Society.....	30	Limitations on Enrollment .....	11
Human Resources		<b>M</b>	
Curricular Patterns.....	106	Management	
Human Services		Courses.....	235
Curricular Patterns.....	125	Marketing	
Humanities		Courses.....	237
Courses .....	215	Curricular Patterns.....	107
Humanities, Philosophy, and Arts		Math and Sciences	
Curricular Patterns.....	46	Curricular Patterns.....	48
<b>I</b>		Mathematics	
IB <i>See</i> International Baccalaureate		Courses.....	238
Information Center .....	28	Degree for Transfer.....	74
Information Security		Matriculation .....	12
Curricular Patterns.....	126	Microbiology	
Instructional Materials Fees .....	304	Courses.....	241
Interdisciplinary Studies		Military..... <i>See</i> Veterans Assistance, <i>See</i> Veterans and	
Courses .....	217	Military Students and Family	
Non-Credit Courses.....	281	Credit .....	<i>See</i> Credit - Military
International Baccalaureate (IB)		Military Science	
Credit .....	54	Courses.....	241
International Education/Study Abroad.....	28	Mission Statement	
International Students		College .....	7
Center for International Students and Programs .....	28	District.....	299
F-1 Visa Status.....	17	Music.....	20
Investigative Assistant		Courses.....	241
Curricular Pattern .....	97	Curricular Patterns.....	128
Italian		Degree for Transfer.....	74
Courses .....	217	<b>N</b>	
<b>J</b>		Native American Studies.....	<i>See</i> Ethnic Studies
Japanese		Non-Credit Courses.....	280
Courses .....	218	Nursing	
Job Placement Services.....	28	Courses.....	252
Journalism		Curricular Patterns.....	130
Courses .....	218	<b>O</b>	
Degree for Transfer.....	73	Occupational Work Experience Education .....	85
Jump Start.....	28	Oceanography	
Justice Studies		Courses.....	263
Courses .....	220	Office Administration..... <i>See</i> Computer Applications and	
<b>K</b>		Office Technology	
Kinesiology..... <i>See</i> Kinesiology, Health and Wellness		Open Enrollment.....	9
Kinesiology		Orientation.....	13
Courses .....	221	<b>P</b>	
Curricular Patterns.....	126	Paralegal	
Kinesiology, Health and Wellness		Legal Administrative Professional.....	111
Curricular Patterns.....	47		

*Paralegal continued on next page*

Paralegal Studies		Retail Management	
Courses .....	263	Curricular Patterns .....	133
Curricular Patterns .....	132	Retaliation	
Part-time Status .....	10	Commitment to Diversity, Non-Discrimination, and	
Payment Method .....	16	Prohibition of Harrasment and Retaliation Policies	
Philosophy		.....	307
Courses .....	264	ROTC .....	302
Degree for Transfer .....	75	Russian	
Photography		Courses .....	272
Courses .....	266	<b>S</b>	
Curricular Patterns .....	133	Schedule of Classes .....	9
Physical Education		Scholarships .....	25
Curricular Programs .....	<i>See Kinesiology, Health and Wellness</i>	Senior Citizen Education .....	281
Physical Science		SEP .....	<i>See Student Educational Plan</i>
Courses .....	267	Smoking Policy .....	30
Physics		Social and Behavioral Studies	
Courses .....	267	Curricular Patterns .....	48
Degree for Transfer .....	76	Social Events .....	29
Political Science		Clubs and Organizations .....	29
Courses .....	268	Sociology	
Degree for Transfer .....	76	Courses .....	273
Portuguese		Degree for Transfer .....	77
Courses .....	270	Spanish	
Prerequisite .....	11, 19, 137	Courses .....	274
Prerequisites		Degree for Transfer .....	78
Student Rights and Responsibilities .....	13	Special Supportive Services .....	302
Probation .....	<i>See Standards of Scholarship</i>	Speech .....	<i>See Communication Studies</i>
Program Length .....	8	Standards of Conduct .....	53
Psychology		Standards of Scholarship .....	31
Courses .....	270	Student Activities Office .....	30
Degree for Transfer .....	77	Student Conduct .....	31
Publications .....	29	Student Discipline Procedures .....	33
<b>R</b>		Student Educational Plan .....	12
Reading		Student Employment Services .....	30
Courses .....	271	Student Financial Services .....	23
Non-Credit Courses .....	281	Student Government .....	30
Real Estate .....	<i>See Business Administration</i>	Student Health and Psychological Services .....	27
Courses .....	271	Student Information .....	18
Curricular Patterns .....	107	Student Services	
Refunds .....	16	Dean of .....	29
Books .....	<i>See Bookstore</i>	Student Support Services (SSS) .....	<i>See Trio Program</i>
Deadlines for Fee Refunds .....	17	Studio Arts	
Registration .....	9	Degree for Transfer .....	78
Remedial		Study Abroad .....	<i>See International Education</i>
Exemptions to .....	11	Supervision .....	<i>See Management</i>
Limitation on Enrollment .....	11	Supplemental Instruction .....	38
Repeat .....	<i>See Course Repetition</i>	Support Services	
Repeatable Courses .....	306	For Disabilities .....	<i>See Disability Resource Center</i>
Repeating a Course .....	137	<b>T</b>	
Requirements for College Transfer .....	64	Telecommunications .....	<i>See Film, Television, and Video</i>
Residency		The Arts .....	19
California Residency Fees .....	14	Art .....	19
Requirement for Graduation .....	43	Dance .....	19
		Music .....	20

Theater Arts .....	20
Theater.....	20
Theater Arts	
Courses .....	276
Theatre Arts	
Degree for Transfer.....	79
Title V Pathways For Excellence.....	38
Transcripts .....	16
Transfer	
Academic Coursework Taken at Other Institutions ....	43
California State University (CSU) .....	66
IGETC.....	66
Major Preparation For .....	67
Requirements - Four Year College or University.....	66
Transfer Center .....	38
Trio Program	
Student Support Services (SSS).....	39
Upward Bound.....	39
<b>U</b>	
Upward Bound.....	<i>See</i> Trio Program
<b>V</b>	
ValuesDistrict.....	299
Varsity Sprts.....	230
Veterans	
Assistance .....	40
Military and Veteran Students and Family .....	17
Victim Services Aide	
Curricular Pattern .....	98
Vision	
College .....	7
Visual Communications - Illustration	
Curricular Pattern .....	101
Visual Communications and Animation	
Curricular Pattern .....	101
<b>W</b>	
Waitlists .....	10
Welding	
Courses .....	279
Curricular Patterns.....	134
Who May Attend .....	8
Work Experience.....	280
Work Experience Education.....	85
Work Study .....	<i>See</i> Federal Work Study
Workshop Courses.....	5







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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.

Riverside City College

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Name of School

4800 Magnolia Avenue, Riverside, CA 92506

\_\_\_\_\_  
Address

June 2017

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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.

Wolde-Ab Isaac, Ph.D.

.....  
President

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College Catalog . . . . .	June
Fall Semester Schedule . . . . .	July
Winter Intersession Schedule . . . . .	November
Spring Semester Schedule . . . . .	December
Summer Semester Schedule . . . . .	April
Faculty Survival Guide . . . . .	Published annually
Student Handbook . . . . .	Published annually

For information about college publications, please contact:

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